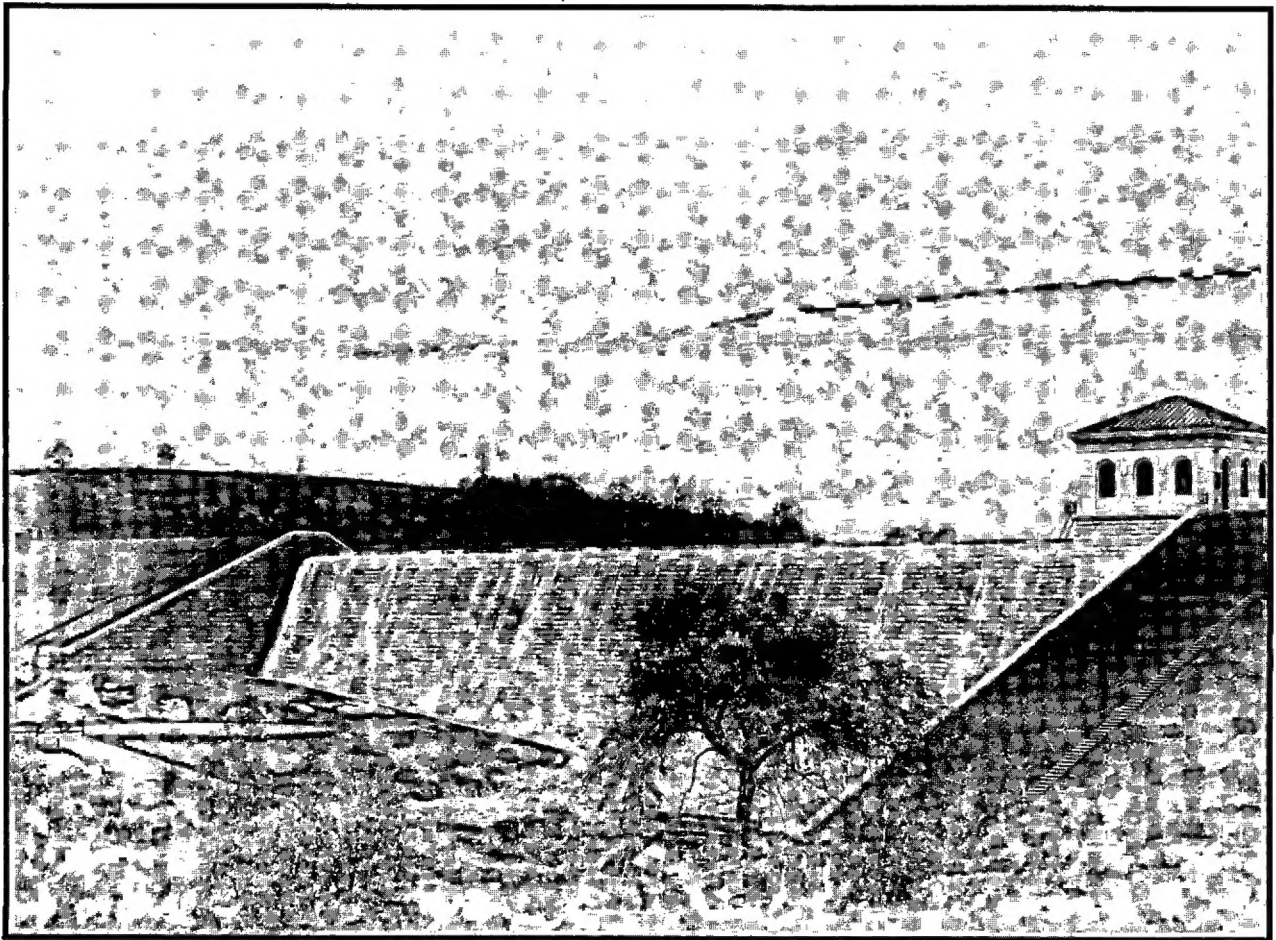


SOUTHBOROUGH

TOWN REPORT 1999



APRIL 10, 2000 ANNUAL TOWN MEETING WARRANT

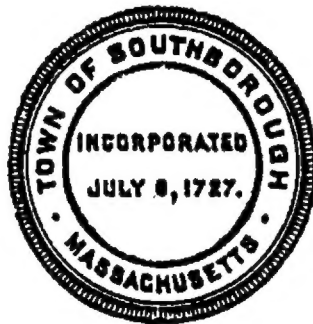
One Hundred Twenty-Sixth

ANNUAL REPORT

of the

TOWN OF SOUTHBOROUGH

MASSACHUSETTS



For the Year Ending

December 31, 1999

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Front Cover: The building of the Fayville Dam and the Fayville Reservoir forever changed the landscape of the Town of Southborough in 1893. All pictures used in this report were provided by the Southborough Historical Society from their collection.

To Those Who Have Walked These Ways Before Us

Dexter Fay. Cora Newton. Elizabeth Fay. Angeline Bagley. John Matthews. Timothy Brigham. Capt. William Ward, Fitch Winchester. Charles Fisher. Mary Finn. Margaret Neary. Albert Woodward. Henry Peters. Harrison Reinke. Nathan Stone. Milton Sanford. Charles Choate. Harry Metcalf. Victor Chapman. Dick Curran. Austin McMaster. James Higgiston. Joseph Burnett. Emerson Onthank. Hugh McCann. Jean Bigelow. Inge Tufts. Patricia Murphy Capone. Robert Cheney. John Henry Robinson. William Wentworth. William Barber. John Redicane. Gerard Howes. Names that grace our streets and out institutions. Names that represent the hundreds who built our churches, led our schools, nurtured our farms, opened our factories, built our businesses, published our newspapers, and ministered to our bodies and souls.

Fay. Burnett. Parker. Onthank. Boland. Colleary. Mattioli. Phaneuf. Johnson. Bartolini. Banks. Este. Hubley. Eleonora Burke. Fred Baker. John Lundblad. Thomas McAuliffe. Timothy Stone. James Denman. Alton Spurr. Paul Berry. Ralph Clarke. Arthur Holmes. Philip Mauch. Walter White. Names that speak to all those families and individuals who have given years of dedicated service to our town and its people.

Mauro. Bertonazzi. Aspest. Sanchioni. Baldelli. Fantony. Falconi. Gasparoni. Noborini. Names that remind us of those who first came to town to build the reservoirs and the Boston-Worcester trolley line—both of which changed the town forever, and stayed to make it their home.

*The Nipmuck and Peter Bent. John Bellows and Moses Sawin. Waldo Burnett. Fanny Buck and Sadie Hutu—*all have walked the paths of our town before us. Where they walked, rode on horseback or in a buggy, stagecoach, trolley, or train, we now ride bikes, jog, and drive in comfort on the same roads (absent spring mud and winter ruts). *Parkerville. Main Street. Boston Road. Cordaville. Johnson. Middle. Flagg. Sears. Turnpike. Deerfoot. Chestnut Hill.*

Familiar names and unfamiliar, we honor those who first tilled the land known then as *Stony Brook*. They cleared the fields and built stone walls that line our streets and border fields now returned to woods. They built mills along our streams, and, on the slopes of *Strawberry Hill, Mt. Vickery, or Pine Hill, Wolfpen Hill, Breakneck Hill*, they raised cattle and tended dairy herds, grew orchards full of Lyscomb apples and peaches. They declared Independence and fought—and died—in the Revolution and in the wars of two centuries to come.

In *Cordaville, Fayville, and Southville*, their factories made boots, bonnets, bricks, blankets, mustard plasters, and sausage. Eventually their small industrial and farming community became home to new generations who typically work out of town in hi tech companies, businesses, and colleges, but like their forebearers offer an abundance of energy and time to their community.

Let us follow in the footsteps of the thousands who have given us the town we treasure today. Let us be mindful of their legacy. And may we preserve that legacy for those who will someday live in this place we call Southborough—this place so many have called home.

Written by Donna L. McDaniel

A Chronology of SOUTHBOROUGH HISTORY as we head into the New Millennium

For the first six hundred years of the second millennium A.D., the area was now known as Southborough, Massachusetts was home to a Native American tribe of the Algonkian culture, called the Nipmuck. They had several small villages near a main trail which started at the Assabet River in the north and wound its way south down to what we today call the Sudbury River. At least one of these villages was located alongside a run of water later settlers were to call "Stony Brook" on or about the field currently belonging to St. Mark's School, where our modern Heritage Day celebration is held. To the west of that site, on the other side of the trail, was a Nipmuck burial ground. Further south, along our Sudbury River, stood one of the Nipmuck smokehouses for preserving fish. For six centuries these places, and others like them, supported a way of life, virtually unchanged, until

1616 – a smallpox contagion, probably brought over by European trappers and explorers, hits the Native American population of New England. A majority of the Nipmuck in central Massachusetts are killed. The villages in this area are abandoned. The location of the Nipmuck burial ground is now called "Whipsuppenicke" -- "the place of sudden death".

1654 – Puritan preacher John Eliot, the missionary to the Indians who translated the Bible into Algonkian, resettles surviving Nipmuck at Whipsuppenicke: he calls it "the place of suffering". He establishes at that location a Praying Indian community he calls "Ockoocangansett".

1655 – William Ward and twelve others from the Town of Sudbury, Massachusetts, establish a new Puritan settlement, Whipsufferedge Plantation, on the land occupied by Eliot's Praying Indian community between the Assabet and Sudbury Rivers. The Great and General Court of the Colony of Massachusetts Bay decides in their favor, and Eliot's Christian Nipmucks are relegated to one small corner of the new Town of Marlborough.

John Howe builds the first house in Marlborough (a Town which encompassed then the current communities of Marlborough, Westborough, Southborough, Northborough, and even parts of present Ashland and Framingham).

1663 – Stony Brook area established as the "Cow Commons" for the Town of Marlborough.

1664 – Peter Bent lays claim to the waterways in the Stony Brook section of Marlborough, and builds the first of several mills along Stony Brook itself. He is the first landowner (perhaps the first resident) of the area which we now know as Southborough, Massachusetts.

1688 – David Fay of Marlborough builds a large house in Stony Brook for his son and daughter-in-law—John and Susannah Fay—on land purchased from Peter Bent. The house (much modified and added to) still stands today, directly across from Capasso's Farm.

1692 – Dr. John Mathis (Mathews) moves to Stony Brook, becoming the area's first physician, veterinary, and brewer. His brother-in-law, William Johnson, also moves to Stony Brook which Marlborough center, to become the area's community's first blacksmith.

1699 – One of John Fay's sons builds a home at the southern end of his family's planting fields. The house still stands today, at the corner of Central Street and Reservoir Drive. Over a three hundred year period, more than 400 Fays were born in the Southborough Community.

1709 – John Mathews (son of Dr. Mathis/Mathews) builds his Garrison House in the southern region of Marlborough (Stony Brook). The house is still there today on Gilmore Road.

1711 – Dr. John Bellows moves to Stony Brook to serve as the area's physician.

1717 – Marlborough's Chauncey Village is the first to break away from the original Town, becoming the new Town of Westborough.

1724 – Timothy Brigham moves to Stony Brook, and he builds a spacious home on the southern edge of the old Nipmuck meadow, just east of the old Indian trail and alongside a run of water which branched away from the main brook and on into the south. The run of water has been rechanneled underground (but its southern extension occasionally makes itself known in and around the Woodward parking lot on rainy days) and the house is no longer there. It stood on the site of today's Heritage Day celebrations, on the north side of Route 30, just across from the current Community House.

1727 – On July 17, the Great and General Court of the Colony of Massachusetts Bay took action on a petition of the residents of Stony Brook, passing an act for dividing the Town of Marlborough to create the new Town of Southborough, Massachusetts.

1727 – Timothy Brigham's house hosted the Town meeting. William Ward, William Johnson Sr., John Bellows, Samuel Ward, and John Woods were elected Southborough's first selectmen. Their first order of business: to choose a site for Southborough's official meeting house and house of worship (required by law for the Town to be a valid entity). They could not agree and no decision was taken.

1727 – On the night of October 27, a tremendous earthquake struck Massachusetts. The citizens of Southborough were certain that this was God's wrath upon them for not having selected a place for their Church. The next day, the situation was rectified, and a site was chosen on the central hilltop, just west and south of the Nipmuck burial ground (which had, in the past three decades, become Stony Brook's own cemetery).

1728 – Southborough's First Church and Meeting House was completed. It stood on the foundation of the current Pilgrim Church.

1730 – The Rev. Nathan Stone was appointed as Southborough's first minister, a position of authority and influence which he would hold for fifty years.

1755 – Eight men from Southborough join a British expedition to Lake George during the French & Indian War. In that same conflict, Private John Fay of Southborough becomes the first citizen of Southborough to be killed in military action.

1776 – In January, General Henry Knox passes through Southborough with the train of cannon he had captured at Fort Ticonderoga, destined for General Washington's command on Dorchester Heights overlooking Boston.

1776 – In late July, the Declaration of Independence is heard for the first time by the people of Southborough; Nathan Stone reading it from his pulpit.

1776 – In August, Major Josiah Fay of Southborough was killed at New York; the Town's first casualty of the War for Independence.

1786 – The Town of Southborough is granted a disputed portion of Framingham and Ashland known as the "Fiddleneck" by a vote of the Massachusetts State Legislature.

1797 – Jereboam Parker becomes the first Southborough native to earn a college degree, when he graduates from

Harvard. He will later serve Southborough as its minister. His attempts to change worship in the Town will bring an end to the Town's governance by theocracy, and create the Pilgrim Church in Southborough. This congregation first met in a building on the site of the current fire station, and later returned to the location of the original Meeting House where it stands today.

1805 – Construction of the Worcester Turnpike (later Route 9) begun. Colonel Dexter Fay of Southborough builds a store and an inn alongside the new road, and the Southborough Village of Fayville grows up around it. Dexter's brother Francis Fay, builds a shoe factory there.

1817 – A troop of West Point cadets visits Southborough on a march to Boston.

1820 – Joseph Burnett, great-grandson of Dr. Mathews, was born, in a home not far from his ancestor's Garrison House. In later years, the Joseph Burnett birthplace would be the summer home of actor Warner Oland, Charlie Chan in the film series of the 1930's. Oland is buried in Southborough, and his headstone is the old stone doorstep of the original Burnett homestead. The house still stands today on Gilmore Road.

1823 – The Southborough Baptist Society (later the Fayville Baptist Church) was founded by Emerson Onthank. They first met in the home of Aaron Collins (part of that house still survives today, behind Wendy's Restaurant).

1825 – The Marquis de Lafayette stopped in Southborough on his much-acclaimed tour of the United States, where he met with Southborough's surviving veterans of the American Revolution, including Silas Newton. Over three hundred year period,, more than five hundred Newtons were born in the Southborough community.

1826 – The Southborough Farmer's Club (the Southborough Grange) was founded.

1832 – Moses Sawin, Southborough's first abolitionist, arrives from Natick. He builds a mill on the upper, western level of Stoney Brook, creating the dam and waterfall still seen today on Deerfoot Road.

1840 – Southborough's first separate Town Hall or Town House was built (an earlier building on the present site).

1844 – A new burial ground – The Rural Cemetery – opens in Southborough.

1845 – With the coming of the terrible Potato Famine to Ireland, immigrants begin arriving in America by the thousands. Several Irish families settle in the southern

section of Southborough. The Newton & Hartt boot and shoe manufactory opens along the Sudbury River in the southwestern part of Town. Utilizing mostly immigrant Irish laborers, it gives birth to the village of Southville.

1846 – Milton Sanford opens his Woolen Factory along the Sudbury River in the southeastern part of Town. He names the area after his actress wife Cordelia, calling it Cordaville, and Southborough's fourth and final village has begun. Several of the factory row houses built by Sanford can still be seen on the northern side of Southville Road, just past Route 85.

1846 – Self-made millionaire Joseph Burnett returns to Southborough, builds himself a mansion (still there today, on Main Street, near Deerfoot Road) and establishes Deerfoot Farm, which will grow in to Southborough's largest single employer by the third of the century.

1852 – Southborough's own Dr. Waldo Burnett wins the top prize from the American Medical Association for his essay on "The Cell". In the essay, Dr. Burnett stated his then-original theory of "bacteria in the circulation of the blood as transmitting disease". Since proven, his theory formed the basis for much of the medical progress in disease control that followed.

1852 – Francis B. Fay founded the Southborough Public Library. Named after him, for years it was located in the back of the Town Hall.

1858 – Henry Peters planted maple saplings along the length of Southborough's Main Street for more than a mile on either side. A few of those original Peters' maples are still standing.

1859 – Henry Peters helps Southborough to establish its first High School. Peters High holds classes in the Old Pilgrim Evangelical Society building on the site of the current fire station.

1860 – Southborough's first official Roman Catholic congregations, St. Matthew's Church, is founded as a mission church of the Milford parish. Its services are held for several years in the upper room of the Sanford Company store in Cordaville. Today, that building is still there: Fitzgerald's Store.

1861 – St. Mark's Episcopal Church is founded in Southborough by Joseph Burnett. It first holds its services in the old stone shed at the edge of the Burnett property (this original church building is still there, on Deerfoot Road across from the waterfall.) Later, during the Civil War, St. Mark's church moved to its present location on Main Street.

1861 – Civil War breaks out between the North and South. One hundred young men from Southborough serve (on both sides of the conflict -- with one young man joining the Confederate Army). Twenty-one Southborough men (including the one Confederate soldier) make the supreme sacrifice. During the war, Cora Newton of Southborough establishes the Southborough Soldiers Aid Society. The fighting ends in 1865.

1865 – St. Mark's School is founded by Joseph Burnett. For its quarter century, it utilizes the old Timothy Brigham homestead (on the site of the current Heritage Day celebration), the old location of Southborough's original Town meetings. In the 1890's it moves to its present location.

1866 – Eliza Belle Burnett Fay and her sister, Harriet Marcella Burnett, founded the Fay School.

1867 – Southborough's Civil War monument is unveiled on Southborough's new Town green in front of the new Town House being constructed.

1867 – St. Bernard's Masonic Lodge is founded in Southborough.

1870 – The new Southborough Town House is completed. Also, Southborough's Second Congregational Church is formally incorporated.

1877 -- St. Matthews Church moves out of the upper room of the company store in Cordaville, and into its new church building in Southville.

1882 – Miss Fanny Buck becomes Southborough's Town Librarian. It is still located in the back of the Town Hall.

1886 – Edward Burnett of Southborough, son of Joseph Burnett, is elected to the United States Congress.

1887 – St. Anne's Roman Catholic Church in Southborough is built by its parishioners, stone by stone, under the leadership of Father John Redican.

1892 – Campaigning once again, President Grover Cleveland visits Southborough as a guest of Edward Burnett, his father Joseph Burnett, and his father-in-law the poet James Russell Lowell.

1893 – Full construction begins on the Boston reservoir system, which will, by the end of the decade, have caused more than ninety homes in Town to be torn down or moved, and which will soon take up more than a quarter of the land in Southborough. Workers on the reservoir project bring Italian immigrants into the Southborough community.

1894 – Joseph Burnett is killed in a carriage accident. That same year the new St. Mark's School buildings are completed.

1895 – The Southborough Knights of Columbus is established.

1897 – Southborough's Methodist Church is founded.

1903 – The Southborough Women's Club is founded.

1905 – Passenger trolley service between Boston and Worcester is established along the old Worcester Turnpike going right through (and stopping in) Southborough.

1906 – Francis Dexter Newton, Southborough's Selectman for 35 years and Town Constable for forty, builds the Masonic Block downtown, next to the railroad station, as Southborough's first business block of buildings. After a fire in 1914, he replaces the Masonic Block with the Newton Block, currently owned and occupied by Lamy Insurance, etc.

1907 – Southborough Arms opens (at the current site of the Southborough Professional Building).

1911 – The new Southborough Library is completed. Miss Fanny Buck is still librarian, but she soon turns over her duties to Miss Sadie Stivers (later Mrs. Sadie Hutt).

1914 – Southborough's Harry Hubbard Metcalf helps mentor the first-ever flight training program for pilots in the United States.

1915 – Southborough's first-ever Boy Scouts troop is established.

1916 – The Lafayette Escadrille, a group of U.S. Pilots flying for France, sees action in the First World War. Founded by three Fay School graduates, the Lafayette Escadrille helps turn the tide of American public opinion about the Great War. That same year, while flying for the Lafayette Escadrille, Fay graduate Victor Chapman becomes the first American in history to die in aerial combat.

1917 – The United States enters the First World War. From Southborough, 114 men and women serve. Another more than 500 graduates of both St. Mark's and Fay School are also in the armed forces. Thirty-six of these will give their lives. That same year Angeline Bagley of Southborough shipped out to France as a nurse with General Pershing's American Expeditionary Force. Her brother, Leo Bagley, was the first Southborough man to die in the World War.

1918 – Both the Southborough Village Society and the Leo L. Bagley American Legion Post 161 were established in Southborough. By 1922, courtesy of Charles F. Choate, both organizations were sharing the Community House (the same building as is there today).

1920 – The Girls Scouts of America comes to Southborough, under the auspices of Mrs. George Burnett. Meetings were first held in the old St. Mark's Church building on Deerfoot Road.

1921 – A paralyzing ice storm stuck Southborough.

1922 – The Town Christmas tree is first planted on the front lawn of the Community House. It has been lighted each year now for the past 77 years. It has also grown to more than ten times its original height at planting.

1922 – The Southborough Methodist Church and Second Congregational Church merge to become The First Community Church.

1925 – Southborough's new fire station (now the Southborough House of Pizza) is completed.

1928 – The Fayville Athletic Association is founded.

1936 – Southborough's Veterans of Foreign Wars Choate Post 3276 is founded.

1937 – Lawyer Eleanora Fantony Burke of Southborough becomes Town Counsel, the first woman ever to hold that position in any Massachusetts Community.

1938 – Hurricane strikes New England; Southborough takes serious damage. Over ninety headstones in the original burial ground are flattened or shattered. It being the height of the Depression, they are never replaced.

1941 – On December 7 the U.S. enters the Second World War. From Southborough, 721 enlist to serve in the armed forces, along with hundreds more graduates of Fay and St. Mark's. Sixty-five of these make the supreme sacrifice.

1953 – On June 9, a tornado ripped through Worcester County, causing close to fifty million dollars in damages. Two died that day in Southborough, a third some time later from injuries received during the tornado. It came to an end at Davco Farm, on the top of Breakneck Hill in Southborough, where it leveled thirteen buildings and destroyed sixty vehicles.

1954 – Eleanor Roosevelt visits Southborough.

1955 – Another major hurricane hits the area; there was serious flooding in Southborough.

1956 – Southborough's Woodward School opened its doors.

1958 – Eleanora Fantony Burke becomes Southborough's Town Clerk, the highest local office ever held by a woman in Southborough up to that time.

1959 – Peters High's 100th graduating class is its last: that fall the new Algonquin Regional High School opens in Northborough.

1960 – The Southborough Rotary Club is established.

1965 – The Mary Finn School in Southborough opens, the Southborough Historical Society is founded, and the Lion's Club of Southborough establishes itself.

1966 – Southborough's new Post Office opens its doors, and Sadie Hutt retires after more than fifty years as Town Librarian.

1968 – The Fayville Baptist Church closes its doors, and the Southborough Companies of Minute & Militia is founded in anticipation of the upcoming Bicentennial.

1969: The Southborough Arms burns down. Eventually, the Professional Building goes up on the site.

1970 – The Margaret Neary School opens its doors, and the Southborough Organization for Schools (SOS) is founded.

1971 – The Southborough Police Department moves in to the Peters High Annex where it is today.

1972 – The Southborough Gardeners is founded.

1978 – The new Southborough Fire Station opens at the old Peters High location.

1978 – February 6: blizzard! Southborough's role in the famous "Blizzard of '78" was to shelter and care for hundreds of stranded travelers during the worst New England snowstorm in almost a century.

1978 – Donna McDaniel becomes the first woman ever elected to the Southborough Board of Selectmen.

1979 – The Southborough Villager is founded.

1980 – The old South Union School Building in Southville becomes The Southborough Arts Center.

1988 – The Chapel of the Cross brings a Baptist congregation back to Southborough.

1990 – Fences of Stone – a history of Southborough, Massachusetts is first published.

1997 -- The Trottier Middle School opens in Southborough.

1999 – Southborough's newest Post Office is open for business.

2000 – Looking ahead to a new millennium for Southborough, and for the world.

Written by Nick Noble

TOWN OF SOUTHBOROUGH

Incorporated July 6, 1727

OFFICERS OF THE UNITED STATES OF AMERICA

President..... William Jefferson Clinton
Vice President..... Albert Gore, Jr.
U. S. Senators in Congress Edward M. Kennedy and John F. Kerry
U. S. Representative in Congress, Fifth District..... Martin T. Meehan

STATE OFFICIALS

Governor..... Argeo Paul Celluci
Lieutenant Governor..... Jane Marie Swift
Secretary of State..... William Francis Galvin
Attorney General Thomas F. Reilly
Treasurer..... Shannon P. O'Brien
Auditor A. Joseph DeNucci
Governor's Councillor, Third District..... Marilyn Petitto Devaney
State Senator in General Court, Middlesex and Worcester District Pamela P. Resor
State Representative in General Court, Eighth Middlesex District Barbara Gardner

COUNTY AND DISTRICT OFFICIALS

District Attorney, Middle District John J. Conte
County Treasurer, Worcester County Michael J. Donoghue
Register of Probate, Worcester County Leonard P. Flynn
Register of Deeds, Worcester District Anthony J. Vigliotti
Clerk/Magistrate of Courts, Worcester County Loring P. Lamoureux
Sheriff, Worcester County..... John M. Flynn

SOUTHBOROUGH AT A GLANCE - 1999

Area.....	13.78 square miles. 63.9 miles of town roads; 10.5 miles of state roads = 74.4 total.
Settled.....	1688
Incorporated.....	July 6, 1727
Population.....	8,310 (estimated)
Voters.....	5,498
Tax Rate.....	\$14.30/\$1,000 Valuation
Form of Government.....	Open Town Meeting/Board of Selectmen
Hospitals within 10 miles..	Marlborough Hospital - UMASS Health System, 57 Union Street (481-5000); MetroWest Medical Center - Framingham Union Campus, 115 Lincoln Street (383-1000); Leonard Morse Campus, 67 Union Street, Framingham (653-3400)
Houses of Worship.....	St. Anne's, 20 Boston Road (Roman Catholic); St. Matthew's, 26 Highland Street (Roman Catholic); Saint Mark's, 27 Main Street (Episcopal); Pilgrim Church (United Church of Christ, Congregational), 15 Common Street; First Community Church, 135 Southville Rd. (Federated); Chapel of The Cross (Baptist), 9 Cordaville Rd., and Chinese Gospel Church, 60 Turnpike Rd. (Rt. 9 East) (Evangelical, nondenominational)
Utilities.....	Electric services provided by Massachusetts Electric. Gas service provided by Commonwealth Gas Company. Water supplied by M.D.C. from Quabbin Reservoir. Telephone service provided by Bell Atlantic. No Sewage
Transportation.....	Bus service to Boston by Gulbankian Bus Company.
Major Highways.....	Route 9, Route 85, Route 495, Massachusetts Turnpike.
Schools.....	Two Elementary: Margaret A. Neary School, 53 Parkerville Road and Finn at Woodward School, 28 Cordaville Road One Middle: P. Brent Trottier Middle School, 49 Parkerville Road Two private boarding schools: St. Mark's School, 25 Marlboro Rd. and Fay School, 48 Main Street Two regional high schools: Algonquin (in Northborough) and Assabet Valley Vocational (in Marlborough)
Public Library.....	25 Main Street
Public Safety.....	Full-time Police Department. 19 Main Street Full-time Fire Department with 2 stations which provides emergency ambulance service to hospitals. One station located at 21 Main Street and Station #2 at 2 Harrington Court.
Recreation.....	Supervised summer playgrounds; instruction in tennis, swimming, downhill skiing, ice skating; road races; Junior Olympics. Facilities for: baseball, basketball, football, gymnastics, hockey, soccer and softball
Cable.....	Charter Communications, Inc., Worcester (1-800-634-1008)

TOWN OFFICERS

1999

ELECTIVE TOWN OFFICIALS

MODERATOR - 1 year

John H. Wilson (2000)

TOWN CLERK - 3 years

Paul J. Berry (2002)

BOARD OF SELECTMEN - 3 years

William J. Christensen (2000)

David W. Parry (2001)

David A. Coombs (2002)

BOARD OF ASSESSORS - 3 years

Shirley Bator (5/8/00)

Donald A. Neal (5/8/00)

Paul R. Nelson (2002)

SCHOOL COMMITTEE - 3 years

Charles Edward Gadbois (2000)

Mary Jane Mastrangelo (2000)

Bonnie R. Weigl (2001)

Dorothy Dolly Ryan (2002)

Frank A. Fazio (2002)

NORTHBOROUGH-SOUTHBOROUGH REG.

SCHOOL DISTRICT COMMITTEE - 3 years

Southborough Candidates:

Karen Woods (2000)

Beth A. Wittcoff (2000)

Christopher M. Uhl (2001)

Desiree Brodeur (2002)

Daniel F. Bradley, Jr. (2002)

Northborough Candidates:

Faith D. Marcello (2000)

Anthony R. Poteete (2000)

Joan G. Frank (2001)

George Boyd (2002)

Shirley Lundberg (2002)

BOARD OF HEALTH - 3 years

Philip G. Mauch (2000)

Suzanne H. Traini (2001)

Timothy P. Stone (2002)

BD. OF TRUSTEES OF SOUTHBOROUGH

LIBRARY - 3 years

Elizabeth B. White (2000)

David L. Flynn (2000)

Helen C. "Puff" Uhlman (2001)

Fred B. Williams (2001)

ELECTIVE TOWN OFFICIALS (cont.)

Bd. of Trustees of Southborough Library (cont.)

Natalie J. Fantony (2002)

Marian Christin O'Neill (2002)

PLANNING BOARD - 5 years

Richard F. (Chuck) Connors (2000)

Charles E. Gaffney (2001)

Donald C. Morris (2002)

Walter E. Mattson (2003)

Gail M. Tannenbaum (2004)

ASSABET VALLEY REGIONAL VOCATIONAL

SCHOOL DISTRICT COMMITTEE - 4 years

James B. Denman (2000)

SOUTHBOROUGH HOUSING AUTHORITY 5 yrs.

Vacancy (8-2-00 State Appointee)

Robert P. Jachowicz (2000)

Barbara Sanchioni-Armstrong (2002)

Esther Lesieur (2002)

Charles H. Brewer (2003)

APPOINTED TOWN OFFICERS

Term of Office Expires June 30 of Year

APPOINTMENTS BY THE MODERATOR:

ADVISORY COMMITTEE - 3 years

M. Jeanne Sholl (2000)

Raymond Grenier (2000)

John Boiardi (2000)

Martin F. Healey (2001)

Claire Carberry Reynolds (2001)

David H. Davidson (2001)

Eileen Smith Ewing (2002)

Richard J. Bellotti (2002)

Roger W. Challen (2002)

CAPITAL BUDGET PLAN. COMMITTEE - 3 yrs.

Paul R. Maffei (1999) Vacancy (2000)

Thomas W. Burns (1999) David M. Gracia (2001)

Karen Marie Gadbois (2001)

PERSONNEL BOARD - 3 years

James J. Ruskowski (2000)

Jennifer Juliano (2000)

Charles R. O'Connell (2000)

Russell B. Millholland (2001)

Timothy Reardon McHugh (2001)

APPOINTMENTS BY THE MODERATOR: (cont.)**SCHOOL BUILDING COMMITTEE - 1 year**

Robert J. Depietri, Jr. (2000)
 John J. Noonan (2000)
 Howard D. Anderson, Jr. (2000)
 David J. Officer (2000)
 James A. Gunning (1999)
 Frank A. Fazio (2000)
 Vacancy (2000)

TEMPORARY SCHOOL BUILDING PLANNING COMMITTEE

William Pezzoni (2000) Ann McWalters Greehan (00)
 David Davidson (2000) Susan P. Dargan (2000)
 Charles Gadbois (2000) Arthur E. Lemire (2000)
 Edward Pisinski (2000)

APPOINTMENTS BY BOARD OF SELECTMEN**TOWN ADMINISTRATOR - 3 years**

Janice C. Conlin (2001)

AIDS' ACTION COMMITTEE (ad hoc) - 1 year

Judith R. Christensen (2000)
 Janet B. DeWolf (2000)
 Linda R. Petry (2000)
 Vacancies (4) (2000)

AIRPLANE RUNWAY COMMITTEE (ad hoc) - 1 yr.

Mary Jane Westland (2000)
 Peter I. Kallander (2000)
 John F. Kelly (2000)
 Philip C. Beals (2000)
 Richard H. Seder (2000)
 William J. Christensen (rep. Bd. of Selectmen) (2000)
 Wayne Thies, Town Planner (rep. Planning Bd.) (2000)
 Walter E. Mattson (rep. Planning Bd.) (2000)

ALCOHOL AND DRUG POLICY COMMITTEE

(ad hoc) - 1 yr.

Mark D. McLaughlin (DPW) (2000)
 Patrice Kline (NAGE) (2000)
 Francis G. Mahoney (Fire Dept.) (2000)
 William H. Webber (Police Dept.) (2000)
 Timothy Reardon McHugh (Personnel Bd.) (2000)

AMERICANS WITH DISABILITIES ACT (ADA) COORDINATOR - 1 year - Janice C. Conlin (2000)**AMERICANS WITH DISABILITIES ACT COMMITTEE (ad hoc) - 1 year**

Janice C. Conlin (2000)
 Peter C. Johnson (2000)

APPOINTMENTS BY BD. OF SELECTMEN (cont.)**Americans With Disabilities Act Committee (cont.)**

Frederick M. Scott IV (2000)
 Betty Soderholm (2000)
 Karen K. Challen (2000)
 Vacancies (3) (2000)

ANIMAL CONTROL OFFICER/ANIMAL INSPECTOR - 1 year

William J. Proctor (2000)

BOARD OF APPEALS - 5 years

Salvatore M. Giorlandino (2000)
 Thomas M. Starr (2001)
 Kenney E. Griffiths (2002)
 Peter C. Norden (2003)
 James W. Falconi (2004)

Board of Appeals Alternates - 1 year

William L. Keville, Jr. (Alternate: 1 yr. 2000)
 Frederick M. Scott IV (Alternate: 1 yr. 2000)

BUILDING DEPARTMENT

Inspector of Buildings (3 years)
 Peter C. Johnson (2000)
 Wiring Inspector (1 year)
 James A. McCaw (2000)
 Assistant Wiring Inspectors
 Richard G. Trudel (2000)
 James J. Colleary (2000)

Appointments by Inspector of Buildings:

Plumbing Inspector/Gas Inspector
 Ronald T. Courtemanche (2000)
 Assistant Plumbing/Gas Inspectors
 Henry Pacific (2000)
 A. Richard Desimone (2000)

CABLE TELEVISION COMMITTEE (ad hoc) - 1 year

Russell B. Millholland (2000)
 Kathleen Osol (2000)
 Derya H. Cansever (2000)
 Teresa Nicole Mauro (2000)
 Warren K. Palley (2000)

CENTRAL MA. RESOURCE RECOVERY COMMITTEE (1 yr.)

John W. Boland, Jr. (3-15-00)

**CENTRAL STREET BUILDINGS UTILIZATION
SCOPING COMMITTEE** (ad hoc)

Fayville resident: Karen K. Challen
 Recreation Commission – Kathryn Garcia
 Council on Aging – Leah Alea
 Youth Commission – Laurie Sugarman-Whittier
 Veterans – Irene Burkis Tibert
 Paul E. Brefka
 Board of Health – Suzanne H. Traini

CIVIL DEFENSE DEPT. OPERATIONAL STAFF:

- 1 year
 Director and Chief of Fire Service
 Peter F. Phaneuf (2000)
 Deputy Director & Chief of Police Service:
 William J. Colleary, Jr. (2000)
 Communications Staff Technicians:
 Charles E. Wood (2000)
 Anthony F. Alessi (2000)
 Susan Chorey (2000)
 Michael A. Manzelli (2000)
 Hazardous Material Staff:
 Joseph C. Mauro (2000)
 James Peltier (2000)
 Emergency Medical Coordinator:
 John L. Kendall, Jr. (2000)
 Transportation Officer:
 Michael G. Gulbankian (2000)
 Chief, Water Service:
 Donald A. Buzzell (2000)
 Legal Officer:
 Frederick A. Busconi (2000)
 Operations Staff:
 John Mauro, Sr. (2000) George A. Hubley, Jr. ('00)
 Kevin R. Moran (2000) David J. Dockstader ('00)
 James J. Colleary (2000) John D. Mauro, Jr. (2000)
 Inspector of Buildings:
 Peter C. Johnson (2000)

CONSERVATION COMMISSION - 3 years

Louis J. Bartolini (2000)
 Rhonda L. Russian (2000)
 Edgar A. Phaneuf, Jr. (2001)
 Charles J. Katuska (2001)
 Richard V. Upjohn (2002)
 John H. Leeds, Jr. (2002)
 Mark S. Possemato (2002)
 Catherine D. Alsterlund (Associate) 1 yr. (2000)

COUNCIL ON AGING - 3 yrs.

Ruth C. Brefka (2000)
 Eleanor E. MacLauchlan (2000)
 Lena A. Carloni (2001)

Council on Aging (continued)

Mary Anne Cole (2001)
 John L. Steacie (2001)
 Margery L. Lubanko (2002)
 Richard P. Curran (2002)

Council on Aging Associate Members – 1 year

Alice Brenda Gaffney (2000)
 Bonnie J. Phaneuf (2000)
 Betty Soderholm (2000)
 Marie A. Kensinger (2000)

CULTURAL ARTS COUNCIL - 2 years

Carolyn M. Doyle (1-18-00)
 Susan E. Gaines (2-26-00)
 Robert J. Gaines (2-26-00)
 Deborah McHorney (3-12-00)
 Martha Kay Carter (3-26-00)
 Jill H. Nagle (6-02-00)
 Kelli J. Wagner (12-13-00)
 Katherine H. Wraight (12-13-00)
 Lynn J. McKay (12-17-00)
 Cheryl A. Griffiths (12-21-00)
 Martha M. Henderson (12-21-00)
 Clark W. Lefavour (5-23-01)
 Nancy Franz Karis (9-12-01)
 Kimberley A. O'Connor (10-7-01)
 Tracy Alexis O'Rourke (11-12-01)

**LOCAL EMERGENCY PLANNING COMMITTEE
(SARA TITLE III)** (ad hoc) - 1 year

Fire Department:
 Fire Captain John D. Mauro, Jr. (2000)
 Police Department:
 Police Chief William J. Colleary, Jr. (2000)
 Civil Defense Department:
 Captain John D. Mauro, Jr. (2000)
 Department of Public Works:
 Superintendent John W. Boland, Jr. (2000)
 Water Division:
 Donald A. Buzzell (2000)
 Health Department:
 Paul C. Pisinski (2000)
 Local Business Community Representative:
 Richard B. Crowley (2000)
 Conservation Commission Representative:
 Richard V. Upjohn (2000)
 Public Information Representative:
 David J. Dockstader (2000)
 Board of Selectmen Representative:
 William J. Christensen (2000)
 Hazardous Material Staff:
 Joseph C. Mauro (2000)
 James Peltier (2000)

APPOINTMENTS BY BD. OF SELECTMEN (cont.)

ENERGY CONSERVATION MANAGER - 1 year
Peter C. Johnson (2000)

FAYVILLE VILLAGE HALL COMMITTEE - 1 year
Vacancy (1999)
Denson L. Satterfield, Jr. (1999)
James J. Colleary (1999)
Ex-officio members:
Laurie Sugarman-Whittier (Youth Commission) (1999)
Leah Alea (Council on Aging) (1999)

FENCE VIEWERS - 1 year
Marc Ross (2000)
Vacancy (2000)

FIELD DRIVERS - 1 year
Richard E. Falconi (2000)
Robert C. Lagasse (2000)

FINANCIAL PLANNING COMMITTEE (ad hoc)
Robert E. Melican (2000) Mary B. Guilford (2000)
Martin F. Healey (2000) Dorothy M. Phaneuf (2000)
Thomas W. Burns (2000) Paul T. Cibelli (2000)
Janice C. Conlin (2000)

FIRE DEPARTMENT CHIEF - 3 years
Peter F. Phaneuf (3-24-01)

FIRE WARDEN - 1 year
Peter F. Phaneuf (2000)

GRANT COORDINATOR - 1 year
Dorothy M. Phaneuf (2000)

HERITAGE DAY COMMITTEE - 1 year
David K. Falconi (2000) Harlow Clark (2000)
Cathy Lee Gerson (2000) Carol McGowan (2000)
Janet M. Maney (2000) Brian J. Donovan (2000)
Jill W. O'Connor (2000)

HISTORICAL COMMISSION - 3 years
Earle Q. Watkins (2000)
Thomas J. Nadeau (2000)
Donald M. Leavitt (2001)
Vacancy (Carol A. Gay) (2001)
Michael D. Weishan (2001)
Eleanor J. Hamel (2002)
David K. Falconi (2002)

INDUSTRIAL DEVELOPMENT COMMISSION
5 years - *Inactive*

**INDUSTRIAL DEVELOPMENT FINANCING
AUTHORITY** - 5 years - *Inactive*

APPOINTMENTS BY BD. OF SELECTMEN (cont.)

INSECT PEST CONTROL - 1 year
Brian C. Mauro (2000)

K-8 SCHOOL BUILDING STUDY COMMITTEE
(ad hoc) - 1 year
David H. Davidson (Advisory Committee) (2000)
Charles Edward Gadbois (School Committee) (2000)
David M. Gracia (Capital Budget Planning Com.) ('00)
William M. Pezzoni (2000)
Isabelle Q. Murphy (2000)
Joan McMahon (2000)
Arthur E. Lemire (2000)

MBTA STUDY COMMITTEE (ad hoc) - 1 year
Kathleen B. Bartolini (2000)
Patricia Murphy Capone (2000)
Dale E. Veeneman (2000)
Martha Kay Carter (2000)
Timothy B. Stephens (2000)
William J. Christensen (Bd. of Selectmen rep.) (2000)
Gail M. Tannenbaum (Planning Board rep.) (2000)
Harold O. Kiess (Southborough Roads Safety
Committee rep.) (2000)
Vacancy (2000)

METROPOLITAN AREA PLANNING COUNCIL
3 years - Charles E. Gaffney (2001)

**METROWEST GROWTH MANAGEMENT
COMMITTEE** - 1 year
William J. Christensen (Selectmen rep.) (2000)

**MUNICIPAL COORDINATOR (Right-to-Know
Law)** - 1 year - Joseph C. Mauro (2000)

MUNICIPAL BLDG. PLANNING COMMITTEE
Thomas J. McCarthy (2000)
Jack Barron (2000)
Robert E. Koziel (2000)
Charles Edward Gadbois (School Committee rep.) ('00)
Vacancy (2000)

MUNICIPAL LAND COMMITTEE (ad hoc) 1 yr.
David A. Coombs (Bd. of Selectmen) (2000)
Walter E. Mattson (Planning Bd.) (2000)
Donald C. Morris (Planning Bd.) (2000)
Martin F. Healey (Advisory Committee) (2000)
Michael J. Sheridan (Rec. Facilities Com.) (2000)
Alan E. S. Jones (Open Space Preserv. Com.) (2000)

MWRA WORKING GROUP (ad hoc) - 1 year

Janice C. Conlin (rep. Bd. of Selectmen) (2000)
 Charles E. Gaffney (rep. Planning Bd.) (2000)
 Donald C. Morris (rep. Planning Bd.) (2000)
 Walter E. Mattson (Alt. rep. Planning Bd.) (2000)
 Edgar A. Phaneuf, Jr. (rep. Conserv. Comm.) (2000)
 Peter F. Phaneuf (Fire Chief) (2000)
 John W. Boland, Jr. (DPW Supt.) (2000)
 Richard H. Seder (Citizen-At-Large) (2000)
 Howard H. Stevenson (Citizen-At-Large) (2000)
 Michael A. Form (Citizen-At-Large) (2000)
 Stephen I. Levine (Citizen-At-Large) (2000)
 Frederick M. Scott IV (2000)
 Clark W. Lefavour (2000)
 William J. Colleary, Jr. (2000)

OPEN SPACE PRESERVATION COMMISSION

- 5 years

Margaret Stebbins (2000)
 Elaine W. Beals (2001)
 Eve Mertens (2002)
 Alan E. S. Jones (2003)
 Susan Ziegler (2004)

PARKERVILLE ROAD LANDFILL COMMITTEE

(ad hoc) - 1 year

John W. Boland, Jr. (DPW Supt.) (2000)
 Janice C. Conlin (Town Administrator) (2000)
 Philip G. Mauch (Ch., Board of Health) (2000)
 Paul C. Pisinski (Health Agent) (2000)
 Norman G. Nelhuebel (2000)
 David W. Parry (Ch., Bd. of Selectmen) (2000)
 Linda R. Petry (2000)
 Joseph B. Kacevich, Jr. (2000)
 Charles J. Katuska (2000)
 David H. Davidson (ex-officio) (2000)

PARKING CLERK - Mary B. Guilford

POLICE DEPARTMENT:

Chief of Police - 3 years

William J. Colleary, Jr. (2001)

Constable - 1 year

William J. Colleary, Jr. (2000)

Jail Keeper - 1 year

William J. Colleary, Jr. (2000)

Sergeants - 2 years

William H. Webber (2001)
 Frank W. Cain, Jr. (2001)
 Jane T. Moran (2001)

POLICE DEPARTMENT (continued)

Regular Officers - 2 years

Charles A. Keller, Jr. (2001)
 David C. Hagen (2001)
 Kevin J. Walsh (2001)
 James F. Finneran, III (2001)
 Timothy J. Slatkavitz (2001)
 Scott Henderson (2001)
 Heath Widdiss (2001)
 Kevin M. Landry (2001)
 Eric J. Henderson (2001)
 Vacancy (2001)

Administrative Assistant to Chief of Police - 1 year

Richard L. Mattioli (2000)

Communications Officers (full-time) - 1 year

Joseph E. Bennett, Jr. (2000)
 Kenneth J. Fitzgerald, Jr. (2000)
 John L. Hubley (2000)

Dispatchers (part-time) - 1 year

Scott VanRaalten (2000)
 Jocelyn A. Gregory (2000)
 Brandon K. Edwards (2000)
 Timothy Morin (2000)
 Dale Sawvelle, Sr. (2000)

Reserve Officers - 1 year

Theodore Pietrasiak (2000)
 Ronald G. Mattioli (2000)
 Richard L. Mattioli (2000)
 Martin S. Laughlin (2000)
 Joseph E. Bennett, Jr. (2000)
 Paul P. Connors (2000)
 Brandon K. Edwards (2000)
 Scott VanRaalten (2000)
 Robert J. Durran (2000)

Special Officers - 1 year

Edgar A. Phaneuf, Jr. (2000)
 John W. Boland, Jr. (2000)
 George R. Boothby (2000)
 Peter F. Phaneuf (2000)
 David J. Dockstader (2000)
 John D. Mauro, Jr. (2000)
 James J. Colleary (2000)
 Frank J. Mattioli (2000)
 Kevin J. Kenney (2000)
 James A. McCaw (2000)
 Charles R. O'Connell (2000)
 John L. Kendall, Jr. (2000)
 David Maida (2000)

APPOINTMENTS BY BD. OF SELECTMEN (cont.)**POLICE DEPARTMENT (continued)****Special Officers (cont.)**

Robert W. Clewes (2000)
 Dale J. Sawville, Sr. (2000)
 John L. Hubley (2000)
 Fredrick P. Mabardy (2000)
 Calvin J. Mauro (2000)
 Jocelyn A. Gregory (2000)
 Paul R. Nelson (2000)
 Craig A. Moran (2000)
 Michael P. Aspesi (2000)
 Timothy Morin (2000)
 Kenneth J. Fitzgerald, Jr. (2000)

Department Armorer:

Fredrick P. Mabardy (2000)

Chaplain:

Rev. Thirburs F. Millott (2000)

PROCUREMENT OFFICER, CHIEF - 1 Year

Janice C. Conlin (2000)

PUBLIC SAFETY STUDY COMMITTEE (ad hoc)

1 year

Advisory Committee members (2)

Raymond Grenier (2000)
 Martin F. Healey (2000)

Personnel Board member (1)

Jennifer M. Juliano (2000)

Residents (2)

Stephen W. Leon (2000)
 Lisa W. Spellman (2000)

Ex-officios (2)

Police Chief William J. Colleary
 Fire Chief Peter F. Phaneuf

**PUBLIC WORKS FOR THE TOWN OF
SOUTHBOROUGH**

Superintendent of Public Works - 3 years

John W. Boland, Jr. (2000)

Assistant Superintendent of Public Works - 1 year

Donald A. Buzzell (2000)

PUBLIC WORKS PLANNING BOARD - 3 years**Moderator Appointments:**

Vacancy (1999)
 Henry C. Valcour, Jr. (2000)
 Harvey D. Bigelow, Sr. (2001)

APPOINTMENTS BY BD. OF SELECTMEN (cont.)**Public Works Planning Board (continued)****Planning Board Appointments:**

Todd M. Pietrasiak (1999)
 Vacancy (2000)

RECREATION COMMISSION - 3 years

Katherine Whitehouse (2000)
 Philip Edward Connor (2001)
 Thomas G. Thomas (2001)
 Christopher Crowley (2002)
 Marie Zullo Rice (2002)

RECREATION FACILITIES COMMITTEE (ad hoc)

- 1 year

Michael J. Sheridan (2000)
 Joseph B. Kacevich, Jr. (2000)
 Lawrence Grant Little (2000)
 Janice C. Conlin (2000)
 Gerard T. Burke (2000)
 Timothy W. Kemper (2000)
 Daniel A. Daluise (2000)
 Jack K. Merrill, Jr. (2000)
 Vacancy (2000)

RECYCLING COMMITTEE (ad hoc) - 1 year

Jane A. Smith (2000)
 Joanne C. Flathers (2000)
 Michael B. Hazeltine (2000)
 Anthony E. D'Andrea (2000)
 Mary Ann S. Anderson (2000)
 Elizabeth S. Martins (2000)
 Stanley D. Tanenholtz (2000)
 Wynne R. Lundblad (2000)
 Vacancy (2000)

REGISTRAR OF VOTERS - 3 years

Charles A. Keller, Jr. (4/1/00)
 Ethel N. Armstrong (4/1/01)
 Philip C. Beals (4/1/02)

ROADS SAFETY COMMITTEE (ad hoc) - 1 year

Kevin R. Moran (2000)
 Harold O. Kiess (2000)
 Peter S. Park (2000)
 Ronald G. Mattioli (2000)
 Cathy Lee Gerson (2000)
 Francine T. Schiebe (2000)
 John J. Sullivan (2000)
 Bonnie J. Phaneuf (2000)

SEALER OF WEIGHTS AND MEASURES - 1 year

Peter C. Johnson (12-1-00)

APPOINTMENTS BY BD. OF SELECTMEN (cont.)**SIGN COMMITTEE** (ad hoc) - 1 year

James W. Falconi (2000)
 Wayne Long (2000)
 John E. Grieco (2000)
 Michelle Boylan (2000)
 Sarah M. Carter (2000)
 Laurie Levy (2000)
 Susan Kallander (2000)
 Wayne Thies (ex-officio) (2000)
 Peter C. Johnson (ex-officio) (2000)

SOUTHBOROUGH HIGH SCHOOL STUDY COMMITTEE (ad hoc) - 1 year**Southborough School Committee Rep.**

Mary Jane Mastrangelo (2000)

Advisory Committee Rep.

Raymond Grenier (2000)

Planning Board Rep.

Charles E. Gaffney (2000)

Recreation Facilities Committee Rep.

Joseph B. Kacevich, Jr. (2000)

Southborough Member of Regional School

Committee - Vacancy (2000)

John B. Butler, Jr. (2000)
 Timothy Reardon McHugh (2000)
 Lisa A. Tharp (2000)
 John J. Farrell (2000)
 Vacancy (2000)
 Robert E. Melican (ex-officio) (2000)

SOUTHBOROUGH HOUSING OPPORTUNITY**PARTNERSHIP COMMITTEE** (ad hoc) - 1 year

David A. Coombs (Selectman) (2000)
 Charles E. Gaffney (Planning Board) (2000)
 Vacancy (Housing Authority) (2000)
 Cathy Lee Gerson (private citizen) (2000)
 Robert H. Titus (private citizen) (2000)
 Elizabeth A. Meyer (private citizen) (2000)

SOUTHBOROUGH SCHOLARSHIP ADVISORY**COMMITTEE** (ad hoc) - 3 years

Town Administrator: Janice C. Conlin (2001)

School Committee:

Bonnie R. Weigl (2000)

Assabet Valley Regional Voc. Sch. Dist. Committee:

James B. Denman (2002)

Private Citizens

Vacancy (2002)

Vacancy (2002)

Richard Jon Umiker (2000)

Louis Kuchnir (2001)

Jane A. Smith (2001)

APPOINTMENTS BY BD. OF SELECTMEN (cont.)**Southborough Scholarship Advisory Committee** (cont.)

Headmaster of St. Mark's School:

Antony J. deV. Hill (2000)

Superintendent of Schools:

Robert E. Melican (2000)

SOS Representative:

Ann P. McWalters Greehan (2002)

SOUTH MIDDLESEX OPPORTUNITY COUNCIL

Public Representative of the Board of Selectmen to

Board of Directors - 1 year

Edgar A. Phaneuf, Jr. (10/21/00)

TOWN ACCOUNTANT - 3 years

Dorothy M. Phaneuf (2001)

TOWN CEMETERY STUDY COMMITTEE - 1 year**Appointment by Moderator:**

George F. Killam (1997)

Appointments by Selectmen:

Thirburse F. Millott, Jr. (2000)

Robert H. Marsh (2000)

Vacancy (2000)

Vacancy (2000)

TOWN COUNSEL AND SPECIAL MUNICIPAL

EMPLOYEE - 1 year - Frederick A. Busconi (2000)

SPECIAL COUNSELS AND SPECIAL MUNICIPAL

EMPLOYEES - 1 year

Demitrios M. Moschos (2000)

Peter J. Dawson (2000)

TRAFFIC STUDY COMMITTEE (ad hoc) - 1 year

David W. Parry (representing Selectmen) (2000)

Frank A. Fazio (rep. Finn School Safety Com.) (2000)

Rep. Neary/Trottier Schools Safety Committee)

Vacancy (2000)

Charles E. Gaffney (rep. Planning Board) (2000)

Cathy Lee Gerson (2000)

Joseph E. Green (2000)

Robert L. Croatti (2000)

John W. Boland, Jr. (ex-officio) (2000)

Wayne Thies (ex-officio) (2000)

TREASURER/COLLECTOR - 3 years

Mary B. Guilford (2001)

ASSISTANT TREASURER/COLLECTOR - 1 year

Norma J. O'Donnell (2000)

APPOINTMENTS BY BD. OF SELECTMEN (cont.)

TREE WARDEN - 1 year

Brian C. Mauro (2000)

TRUST FUND ADVISORY COMMITTEE (ad hoc) -

1 year

Paul R. Maffei (2000)

Vacancy (2000)

Vacancy (2000)

VETERANS' AGENT AND BURIAL AGENT - 1 yr.

Irene Burkis Tibert (2000)

VETERANS' GRAVE OFFICER - 1 year

Irene Burkis Tibert (4/1/00)

WORKPLACE SAFETY COMMITTEE (ad hoc)

- 1 year

Janice C. Conlin (2000)

William J. Colleary, Jr. (2000)

John W. Boland, Jr. (2000)

Peter F. Phaneuf (2000)

Vacancy (School Dept.) (2000)

Mary B. Guilford (2000)

Paul C. Pisinski (2000)

Peter C. Johnson (ex-officio) (2000)

YOUTH COMMISSION - 3 years

Dale A. Burgess (2000)

Martin R. Luloff (2001)

Robert Basow (2001)

Arlene E. Hartwell (2001)

Susan C. Krivanec (2002)

Stephen A. Morreale (2002)

Peter E. Stutman (2002)

APPOINTMENTS BY BOARD OF ASSESSORS

PRINCIPAL ASSESSOR/APPRaiser - 3 years

Arthur K. Holmes (retired 12/31/99)

Paul T. Cibelli (1/1/00 – 1/1/03)

APPOINTMENTS BY BOARD OF HEALTH

AGENT TO THE BOARD OF HEALTH

Paul C. Pisinski

BURIAL AGENT

Paul J. Berry

APPOINTMENT BY TOWN CLERK

ASSISTANT TOWN CLERK - 1 year

Gina M. Mingace



SOUTHBOROUGH TOWN HOUSE

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BOARD OF SELECTMEN

METROWEST WATER SUPPLY TUNNEL PROJECT

The new tunnel being built by MWRA under Southborough is now approximately 70% complete. The MetroWest Water Supply Tunnel provides water from Wachusett Reservoir to Boston. The mining of the middle tunnel segment (from Shaft L in Framingham to Shaft E. in Southborough) was completed with the tunnel boring machine's "hole through" at Shaft E. on July 31, 1999. The concrete lining operation in this stretch of tunnel began in December, 1999 and is expected to be completed in the Summer of 2000. The tunnel boring machine mining the tunnel's western segment (from Shaft E in Southborough to Shaft D in Marlborough) has completed nearly 80% of its 4.9 mile long journey. This segment's water inflow remains less than what was originally anticipated.

The Southborough Committee which oversees this project with MWRA has met on many occasions and we are grateful for their time.

MWRA received several hotline calls from Southborough residents regarding well problems. These issues were successfully addressed in accordance with the Water Supply Contingency Plan as outlined in the Memorandum of Agreement between the Authority and the Town of Southborough.

WALNUT HILL WATER SUPPLY TREATMENT PLANT

The MWRA Treatment Plant will ensure that drinking water is clean. Since the treatment plant's groundbreaking in May, 1999, the contractor has focused on constructing a 50 million gallon covered storage tank and installing yard piping. On June 11, 1993, MDC and MWRA entered into a Consent Order with DEP that assured that Safe Drinking Water Act compliance by planning actions along two tracks as permitted by the Surface Water Treatment Rule: (1) watershed protection and (2) other critical improvements, including disinfecting and planning for water treatment that includes filtration. In October 1997, MDC/MWRA requested the DEP revise its determination that filtration is required for MDC/MWRA source water. The basis for this request was that the surface water sources, with implemented watershed protection plans and construction of non-filtration facilities to improve disinfection using ozonation and chlorination, could meet drinking water regulatory requirements. On October 30 1998, MWRA submitted a waiver request from the filtration requirement to DEP. Since then, the MWRA Board of Directors has decided to construct a non-filtration treatment plant. This was argued before a judge in 1999. The Court ruling on whether or not to require filtration is expected in late March 2000. Although design of the treatment facility is moving forward, the Court's decision may result in a delay in the construction schedule.

PURCHASE OF LAND FOR OPEN SPACE AND MUNICIPAL USES

The Town has very little land for future municipal uses and there is strong public support for open space protection. In April of 1998, the Annual Town Meeting voted to authorize a borrowing of five million dollars to purchase property for open space and municipal use. The voters in May of that same year voted to exclude the debt from Proposition 2 ½. Subsequently, in November of 1998, the Board of Selectmen advertised a request for proposal (RFP) to purchase property. A RFP was sent to all property owners of five acres or more. Three property owners submitted proposals that were reviewed by the Municipal Land Committee. These three parcels are described below. (At the April Annual Town Meeting, it was voted to purchase 40 Central Street for \$229,000. This property, only half an acre, was not submitted in response to the RFP. The owner of this property placed it on the market in February. The Town was interested in the property because it abuts the Fayville Village Hall. The purchase will provide land for renovation or replacement of the existing building space along with the necessary parking and septic facilities.)

I. 5.85 ACRES ON BOSTON ROAD ABUTTING THE COLONIAL GARDENS

One proposal was for 5.85 acres, (three small parcels owned by Evelyn J. Littlefield, Paul J. McCarthy and Lee T. McNeil), located next to the Colonial Gardens off of Boston Road. The property was appraised at \$49,500. The Committee thought that the property was desirable as open space for passive recreation for the residents of Colonial Gardens. However, the Annual Town Meeting, defeated the article. The vote was not to purchase the property for \$49,500 because the property is not likely to be developed at this time. It abuts a brook and may be unsuitable for subsurface sewage disposal.

II. 86.5 ACRES ON CRYSTAL POND ROAD

The second proposal was 47.5 acres of the industrial land and 39 acres of residential property for a total of 86.5 acres of land owned by Flatley Co. and Leucadia Inc. on Crystal Pond Road. Flatley is proceeding with the engineering for a 31-lot subdivision in the southern portion of the site, which is zoned for residential development. The Board of Selectmen has retained a professional appraiser to value the property and has contracted with the professional engineering company of Beals and Thomas, Inc. to do a use suitability study to determine possible uses which this property is capable of handling over the long range future. The study includes an analysis of the physical characteristics of the site including, but not limited to: the site size and shape, soils, topography, wetlands and pedestrian and vehicular access. All road access to the site could be via Crystal Pond Road, avoiding the need to having traffic through neighborhood streets.

Wastewater Disposal Feasibility Assessment:

Two engineering firms, Beals and Thomas, for the Town of Southborough and NEI-Connorstone for the Flatley Company, conducted preliminary soil evaluation at the Crystal Pond site on December 8, 9, and 10, 1999 witnessed by Paul Pisinski, Health Agent for the Southborough Board of Health. The results of the investigation found suitable soils in two locations on the property to support the development of centralized wastewater treatment and/or subsurface disposal facilities. Taking into consideration existing site conditions such as wetlands, access into the site, topography and existing land features, Beals and Thomas estimates that "suitable soils in the central portion of the site, straddling the Industrial Park/Residential Zoning divide could support the disposal of between 40,000 and 70,000 gpd of treated effluent from a wastewater treatment facility." They also concluded that 13,500-23,500 gpd could be accommodated in a standard Title 5 system without a treatment plant. There was one other area of suitable soils in the southwest of Crystal Pond that could support between 25,000 and 50,000 gpd of treated effluent from a wastewater treatment facility. In summary, Beals and Thomas concludes, "wastewater disposal is not likely to be a significant constraint to development of the site." Separate or combined treatment and disposal facilities could be developed to accommodate both the Town's proposed uses and Flatley's development of the industrial park portion not to be purchased by the Town.

Feasibility Studies

Beals and Thomas evaluated a range of possible future uses of the property, if the Town should decide to purchase it, and they presented the following five feasibility concepts:

- **Outdoor Recreational Complex to include:**
 - Parking for 300 cars.
 - Recreational facilities:
 - Two baseball fields (90' diamond).
 - One softball/Little League field.
 - Seven multi-use fields.
 - Concession and maintenance building centrally located.
 - Four tennis courts.
 - Four basketball courts
 - One structured playground.
 - Expands open space and extends pedestrian path network.
 - Picnic areas
 - Pedestrian paths from Fairview Drive and Deerfoot Road
- **Open Space, Passive Recreation and Natural Areas:** The area to the north of the site adjacent to the pond may be utilized for a one-way pull-off viewing area, picnicking and a children's playground. Waterfront access may allow for swimming and boating.
- **Cemetery Expansion**
 - The area may be master planned to include an open space park facility that is very slowly displaced by the growing needs of a burial ground. The site may be large enough to accommodate 15-20 acres of burial, which would fulfill the Town of Southborough's burial needs for the next 100 years. (The existing rural cemetery on Route 85, opposite St. Mark's golf course, is near capacity. It is to be expanded this year onto adjacent land off Middle Road, which can accommodate town needs for the next 20 years. See more detail description below.)

Board of Selectmen (cont.)

- **Elementary School and Recreational Complex to include:**

- One-story building facility, 70,000 s.f.
- Parking for 200 cars with two-bay loading area.
- Recreational facilities adjacent to school:
 - Two baseball fields (90' diamond).
 - Two softball/Little league fields.
 - Seven multi-use fields.
 - Concession and maintenance building centrally located.
 - Four tennis courts.
 - Two basketball courts.
 - Two structured playgrounds.
- Expands open space and extends pedestrian path network.
- Pedestrian path from Fairview Drive and Deerfoot Road
- **Open Space, Passive Recreation and Natural Areas:** The area to the north of the site adjacent to the pond may be utilized for one-way pull-off viewing area, picnicking and a children's playground. Waterfront access may allow for swimming and boating.

- **Middle School and Recreational Complex to include:**

- Two-story building facility, 90,000 s.f.
- Parking for 300 cars with two-bay loading area.
- Recreational facilities adjacent to school:
 - Two baseball fields (90' diamond).
 - Two softball/Little league fields.
 - Six multi-use fields.
 - Concession and maintenance building centrally located.
 - Four tennis courts.
 - Two Basketball courts.
 - Expands open space and extends pedestrian path network.
 - Emergency and pedestrian path from Fairview Drive and Deerfoot Road
 - **Open Space, Passive Recreation and Natural Areas:** The area to the north of the site adjacent to the pond may be utilized for one-way pull-off viewing area, picnicking and a children's playground. Waterfront access may allow for swimming and boating.

- **High School and Recreational Complex to include:**

- Two-story building facility, 130,000 s.f.
- Parking for 600 cars with two-bay loading area.
- Recreational facilities adjacent to school:
 - Baseball fields (90' diamond).
 - One softball.
 - Six multi-use fields.
 - Concession and maintenance building centrally located.
 - Tennis courts.
 - Full-size football field with eight-lane running track with field events.
 - Expands open space and extends pedestrian path network.
 - Emergency and pedestrian access from Fairview Drive and Deerfoot Road
 - **Open Space, Passive Recreation and Natural Areas:** The area to the north of the site adjacent to the pond may be utilized for one-way pull-off viewing area, picnicking and a children's playground. Waterfront access may allow for swimming and boating.

After reviewing the reports, which confirm that the site is suitable for a wide range of uses, the Board of Selectmen believes that the Town Meeting should consider purchasing the property. The Board is retaining a second appraiser, who is an expert in commercial real estate, to confirm values. This firm will work with a team of Southborough residents who are experts in the real estate and development field, to assist in our negotiations. The Board will continue to negotiate with the Flatley Corp. to hopefully agree on the acreage and the purchase price. Later this year, the Board may decide to either call a special town meeting or place the item on the Annual Town Meeting.

III. 60 ACRES LOCATED OFF BOSTON RD., VALLEY RD., AND MEADOW LANE

The third proposal was submitted by Peter Kallander. The Town has elected to not pursue purchasing his property because of its location, access and suitability for municipal use. Subsequently, Mr. Kallander has submitted a mixed residential development with single family homes and over age 55 housing. This option is the highest and best use of that property providing residential housing with a minimal impact on the Southborough schools.

ADDITION TO THE SOUTHBOROUGH RURAL CEMETERY

In October of 1998, the Board of Selectmen declared a temporary moratorium on purchasing cemetery lots with the exception of those lots which are to be sold as necessitated by death. This moratorium was due to the few lots available in the cemetery. The Town Cemetery Study Committee has been working towards developing land located off Middle Road next to the present cemetery. In order to own this property, the Town hired engineering consultants, the BSC Group, to design the cemetery and address the procedure to transfer property as prescribed by the Commonwealth of Massachusetts.

BSC Group, Inc. has completed a design and submitted an Environmental Notification Form to Massachusetts Environmental Policy Act office. In January 2000, the Town obtained a certificate from the Secretary of Environmental Affairs, Robert Durand, indicating that it is not necessary for the Town to file an Environmental Impact Report. BSC has also filed a Notice of Intent with the Southborough Conservation Commission and a hearing was held on October 6, 1999. The Conservation Commission issued an order of conditions. With these steps completed, the Town will file the information with the Mass. Department of Capital Planning for the transfer of the land from the Metropolitan District Commission to the Town of Southborough. If the Town owns the land in April 2000, the Annual Town meeting could act on appropriating funds to construct the cemetery.

This land could accommodate the burial needs of the town for about 20 years. In addition to this land, the Town needs more land to accommodate burials over the long term.

PROPOSED MBTA STATION

The station will be located west of the railroad bridge on Route 85. The MBTA met with the Southborough MBTA Committee in October to review the 25% design plans. Another meeting was held in November with the Historical Commission to discuss signage to note the historical significance, (the Stone Bridge and foundations of the mills) of the property that will surround the MBTA Station. The Town requested that the MBTA provide us with a 100% design plan for our review before it is put out for bid. The State Legislature has approved a budget that included the funds to build the stations in Ashland, Westborough and Southborough. The MBTA hopes to start construction sometime in late 2000 to be completed in 2001.

In January, the engineer for MBTA and town officials walked along the route of the proposed sidewalks which will connect the train station to all neighborhoods within a half mile, and to the State Park in Hopkinton. The sidewalks were found to be feasible and the plans will be presented at public meetings as soon as MBTA has prepared plans.

TOWN OF SOUTHBOROUGH, MASSACHUSETTS

Combined Balance Sheet - All Fund Types and Account Group

June 30, 1999

	<u>Governmental Fund Types</u>			<u>Fiduciary Fund Types</u>	<u>Account Group General Long-Term Obligations</u>	<u>Total (Memorandum Only)</u>
<u>Assets</u>	<u>General</u>	<u>Special Revenue</u>	<u>Capital Projects</u>	<u>Trust & Agency</u>		
Cash and Cash Equivalents	\$ 3,629,989	\$ 1,880,429	\$ 3,043,467	\$ 176,253	\$ -	\$ 8,730,138
Other Investments	1,045,990	-	-	4,429,090	-	5,475,080
Receivables:						
Property Taxes	413,074	-	-	-	-	413,074
Tax Liens and Foreclosures	342,015	11,381	-	-	-	353,396
Motor Vehicle Excise	95,389	-	-	-	-	95,389
User Charges	-	66,295	-	-	-	66,295
Water Liens	-	8,548	-	-	-	8,548
Property Taxes Billed in Advance	7,044,214	-	-	-	-	7,044,214
Less: Allowance for Abatements	(283,455)	-	-	-	-	(283,455)
Other Assets	3,986	-	-	-	-	3,986
Amounts To Be Provided for Retirement of Long-Term Obligations	-	-	-	-	19,684,468	19,684,468
Total Assets	\$ 12,291,202	\$ 1,966,653	\$ 3,043,467	\$ 4,605,343	\$ 19,684,468	\$ 41,591,133
<u>Liabilities and Fund Equity</u>						
Warrants and Accounts Payable	\$ 466,779	\$ 108,990	\$ -	\$ 2,191	\$ -	\$ 577,960
Notes Payable	-	-	229,000	-	-	229,000
Bonds Payable	-	-	-	-	19,325,000	19,325,000
Deferred Revenue	7,537,119	86,948	-	-	-	7,624,067
Other Liabilities	1,768	-	-	40,103	359,468	401,339
Total Liabilities	8,005,666	195,938	229,000	42,294	19,684,468	28,157,366
<u>Fund Equity:</u>						
<u>Fund Balances:</u>						
Reserved For Encumbrances	1,863,108	279,657	-	-	-	1,942,765
Reserved For Other	400	20,651	-	-	-	21,051
<u>Unreserved:</u>						
Designated For Specific Purposes	1,375,000	230,000	2,814,467	4,563,049	-	8,982,516
Undesignated	1,247,028	1,240,407	-	-	-	2,487,435
Total Fund Equity	4,285,536	1,770,715	2,814,467	4,563,049	-	13,433,767
Total Liabilities & Fund Equity	\$ 12,291,202	\$ 1,966,653	\$ 3,043,467	\$ 4,605,343	\$ 19,684,468	\$ 41,591,133

**TOWN ACCOUNTANT
REVOLVING FUNDS ACTIVITY - FISCAL 1999**

<u>ACCOUNT</u>	<u>OPENING BALANCE 7/1/98</u>	<u>RECEIPTS</u>	<u>LESS EXPENDITURES</u>	<u>CLOSING BALANCE 6/30/99</u>
CONSERVATION COMM. GARDENS	64	80	0	144
RECREATION COMMISSION	32,643	119,024	112,664	39,003
CULTURAL ARTS COMMISSION	13,519	7,699	11,712	9,506
AMBULANCE DONATIONS	2,358	1,594	1,110	2,842
TOWN HISTORY BOOK DEPOSITS	2,567	0	0	2,567
TOWN HISTORY PRINTING	5	0	0	5
FIRE-HAZARDOUS MATERIALS	4,279	6,007	6,069	4,217
TOTAL REVOLVING FUNDS	55,435	134,404	131,555	58,284

**REVOLVING FUNDS FOR DEPARTMENTAL PROGRAMS
(G.L. CH. 44,S.53E 1/2)**

	<u>OPENING BALANCE 7/1/98</u>	<u>RECEIPTS</u>	<u>LESS EXPENDITURES</u>	<u>CLOSING BALANCE 6/30/99</u>
<u>YEAR ENDING JUNE 30, 1999:</u>	4,838	62,939	62,928	4,849

	<u>OPENING BALANCE 7/1/99</u>	<u>RECEIPTS</u>	<u>LESS EXPENDITURES</u>	<u>CLOSING BALANCE 12/31/99</u>
<u>FISCAL 2000(7/1-12/31/99):</u>	4,849	38,623	36,797	6,675

RESERVE FUND TRANSFERS

<u>DATE</u>	<u>DEPARTMENT</u>	<u>PURPOSE OF TRANSFER</u>	<u>AMOUNT REQUESTED</u>
03/09/99	Board of Health	Contracted Services	1,597.50
03/23/99	Animal Inspector	Salaries- 3% cost of living	26.22
03/30/99	Audit Article	Computer Conversion Services	1,394.56
06/07/99	Administrative Support	Salaries-3% cost of living	2,000.00
06/07/99	Animal Control Officer	Salaries-3% cost of living	870.00
06/07/99	Board of Health	Salaries-3% cost of living	2,200.00
06/07/99	Buildings & Grounds	Salaries-3% cost of living	4,319.39
06/07/99	Central Services	Salaries/Operating Expenses	32,376.03
06/07/99	Elections & Registration	Salaries-Primary/Election/STM	9,546.75
06/07/99	Planning Board	Salaries-3% cost of living	1,500.00
06/07/99	Police	Payroll Expenses	20,000.00
06/07/99	Board of Selectmen	Salaries-3% cost of living	4,765.31
06/07/99	Town Accountant	Salaries-3% cost of living	3,400.00
06/07/99	Treasurer/Collector	Salaries-3% cost of living	4,600.00
06/08/99	Board of Assessors	Salaries/Operating Expenses	8,776.16
06/30/99	Veterans Agent	Salaries/Operating Expenses	707.62
		TOTAL	<u>98,079.54</u>

BOARD OF ASSESSORS

1999 can best be characterized as a year of change. During the annual town meeting the residents of Southborough voted to adopt the Provision of Section 40 Chapter 653 of the Act of 1989 proposed by the Board of Assessors. This article ultimately changed the assessment date of new improvements to real property from January 1st to June 30th. As a result, new construction and improvements built on a parcel during the first six months of the year will now be reflected in the assessed valuation a fiscal year earlier.

To implement this change, Principal Assessor Arthur Holmes postponed his July 1st retirement plans to oversee the transition. In conjunction, The Board of Selectmen and Advisory Board provided additional funds requested by the Board for contracted services to help alleviate the additional work load created. It was projected the new assessment date would generate 25 million in additional value which would equate to \$371,000 in revenue. With a lot of hard work these estimates were far exceeded as nearly 35 million in new growth was realized generating nearly \$500,000 in additional revenues.

With the arrival of a new millennium comes the end of an era – the retirement of two longtime Assessors. In May, Arthur Sisson stepped down from the Board after 22 years of service, in addition to 7 years as a member of the Personnel Board. The year concluded with the retirement of Principal Assessor Arthur Holmes. Mr. Holmes served on the Board for 18 years before being named Southborough's first Principal Assessor in 1983, a position held until his retirement. Both will be remembered for their professionalism, dedication and long time commitment to serve their community in its best interest. Mr. Holmes is succeeded by recent Board member and life long resident, Paul Cibelli who is a licensed and certified real estate appraiser.

Fueled by a booming economy Southborough continues to grow. During the calendar year 1999, new construction starts escalated. This includes single family homes, senior housing units and several new commercial buildings. Each structure was inspected, measured and its physical characteristics recorded. In addition, numerous building permits for improvements to existing structures were also reviewed and added to the tax rolls. They included additions, home improvements and follow-ups from prior year's incomplete projects.

Southborough continues to be one of the most desirable communities in central Massachusetts, evident by rising price levels. The town's total assessment topped 1 billion dollars up from 949 million in 1998. This figure includes 86.2 million dollars in new growth up from 51 million in 1998. This large increase can be attributed to the adoption of the June 30th valuation date for new construction. Additional revenues generated by this new growth more than offset any increases in the town's expenditures. As a result, the tax rate fell from \$14.84 to \$14.30 per thousand, a 3.6% decrease.

In the 1998 annual report, the Board of Assessors indicated their concern regarding the effect increased values will have on our senior citizens and those living on fixed incomes. While statutory exemptions provide amelioration of taxes on the elderly, veterans and others with disabilities, these exemptions are grossly outdated and become more inadequate with each passing year. In 1999 a number of bills were filed with the state legislation to address this problem. Unfortunately, no new legislation was passed before year's end. We are hopeful in working with the various senior citizen groups and the Massachusetts Association of Assessing Offices, some legislation will be approved in this upcoming year.

The year 2000 will be a challenge for the Assessors and staff. A windows based version of the states assessing software is being introduced by the Department of Revenue and will be integrated with our recently updated hardware. The staff will then undergo all necessary training associated with this technological change, with the result being a more efficient and user friendly department. In addition, the Assessors will be conducting their tri-annual re-certification as required by law. During this time all properties within the community will be re-assessed to full and fair market value. Preliminary analysis of the market over the past 18 months reflects significant value increases over the current assessments. Annual town meeting expenditures and final certification will dictate the final tax obligation of all property owners.

TREASURER

FISCAL YEAR

July 1, 1998 - June 30, 1999

RECEIPTS AND DISBURSEMENTS

GENERAL FUND

Cash and investments on hand 7/1/98	8,984,681
Receipts	42,562,430
Disbursements	<u>42,120,880</u>
Cash on hand 6/30/99	9,426,230

EARNINGS

Amount

Interest on ban - Schools	415,356
Interest earned on investments	64,882
Interest received on delinquent taxes	40,532
Interest earned on trust funds	147,429
Interest earned on stabilization	136,990
Fees received on municipal lien certificates	21,675
Fees on motor vehicle and real estate	<u>6,394</u>
Total	833,258

DEBT

Issue	Original Amount	Debt Remaining After 6/30/99	Fiscal Years Remaining
Library	1,300,000	0	0
Water extension	300,000	0	0
Storage Tanks	500,000	100,000	1
DPW Building	1,000,000	700,000	7
Trottier School	9,500,000	9,025,000	19
Finn School	9,300,000	9,300,000	20

TOWN COLLECTOR

Year	Opening Balance 7/1/98	Commitments	Reversed Abatements or Refunds	Payments	Adjustments and Abatements	Transfer to Water Lien	Transfer to Tax Title	Closing Balance 6/30/99
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MOTOR VEHICLE EXCISE

1996	4,693			1,501				3,192
1997	11,406	13,021	893	17,177	1,085			7,058
1998	45,309	184,101	25,564	216,095	28,328			10,551
1999		1,159,518	19,403	1,052,497	57,585			68,839

WATER

<u>RATES</u>	14,097	946,803	208	917,753	2,464	17,463		23,428
<u>OTHER</u>								
<u>CHGS.</u>	6,313	214,744	389	177,348	1,000			43,098
<u>LIENS:</u>								
1998	4,195			444	2,165			1,586
1999		9,309		5,240	770			3,299
2000		17,463						17,463

PERSONAL PROPERTY

1998	6,430		50	1,813				4,667
1999		723,479	1,555	504,283	216,441			4,310
2000		266,871						266,871

REAL ESTATE

1997	34,424			15,734	7,357			11,333
1998	258,104		80,755	223,225	99,986			15,648
1999		19,393,935	40,340	13,275,053	5,871,871			287,351
2000		6,777,343						6,777,343

ROLL BACK TAXES

VARIOUS		46,488		46,488				0
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SEPTIC BETTERMENTS

FY 1999		11,847	770	12,177	440			0
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PERSONNEL BOARD

The Personnel Board is charged with administering the Salary Administration Plan contained in the Town's By-Laws. In essence, it sets policies for Town employees who are not covered by a union or employment contract, or who work on a part-time basis. The Board meets at least monthly except for the months of July and August.

The Board continued its oversight of personnel policies by making substantial revisions to the Salary Administration Plan, by updating the Compensation Schedules set out in Section 22, eliminating positions which no longer exist or which were not properly included in the Plan, clarifying policies relating to expense reimbursement and related matters.

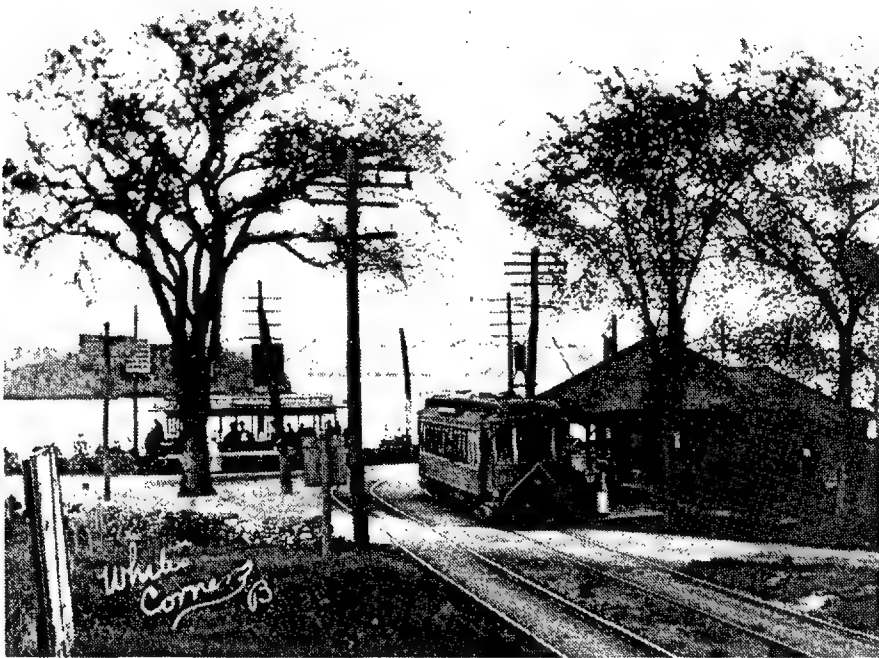
In addition to its regular duties, the Board worked with union employee representatives to develop a drug and alcohol policy for the Town. In addition, the Board has provided on-site seminars on issues of workplace sexual harassment and will continue offering management seminars for Town employees during calendar year 2000.

With the addition of Jennifer Juliano, the Board has its full complement of members for the first time in several years.

The Board would also like to thank Janice Conlin and all of the staff at the Town House for their continuing guidance and assistance throughout the year.

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WHITE'S CORNER

BUILDING DEPARTMENT

PERMITS ISSUED BY TYPE OF PERMIT AND FEES COLLECTED

<u>NUMBER</u>	<u>TYPE</u>	<u>FEES COLLECTED</u>
448	Building Permits	\$266,210
642	Wiring Permits	33,964
290	Plumbing Permits	25,728
237	Gas Permits	<u>8,710</u>
Total Permit Fees:		\$334,612

BUILDING PERMITS BY TYPE OF PROJECT AND CONSTRUCTION COST

<u>NUMBER</u>	<u>TYPE</u>	<u>VALUATION</u>
84	Single Family Residences	\$14,360,300
21	Two Family Residences	3,533,745
3	New Commercial Buildings	4,709,088
158	Residential Adds./Alts./Repairs	3,187,724
50	Commercial Adds./Alts./Repairs	14,792,551
132	Miscellaneous Permits (swimming pools, wood burning stoves, signs, tents, demolition, etc.)	<u>948,144</u>
Total Valuation:		\$41,531,552

Based on an estimate of 2960 existing dwelling units within the town, the 126 new residential units represent a yearly growth rate of about 4.3%. Elderly housing accounts for 42 of these new units.

The new non-residential buildings consist of a new clubhouse to serve the elderly community at Southborough Meadows, a new parish hall for St. Matthews church, and a new warehouse/office building at 153 Northboro Rd.

The larger of the non-residential alteration/addition projects include the renovation of and addition to the Finn School, continued work to complete the office building at 28 Newton St., renovations to the Genzyme Building on Firman Ave., renovations to Data General buildings at 356 Turnpike Rd., tenant fit ups at 153 Northboro Rd., and tenant fit ups at 144 Turnpike Rd.

For the past year there has been a "Sign Committee" appointed by the Selectmen which has been charged with reviewing the zoning regulations regarding signs within the town and proposing any changes to these regulations that they feel are necessary. There have been several publicly advertised meetings in order to solicit as much input from the residential and business community as possible. After numerous meetings to discuss these issues, the committee has prepared proposed new regulations designed to completely replace the existing section of the zoning code dealing with signs. It is anticipated that there will be more effort given to the enforcement of the sign regulations in the future and it is important for all parties affected by these rules to carefully consider the differences between the existing regulations and the proposed changes.

CONSERVATION COMMISSION

The Southborough Conservation Commission is charged with the enforcement of General Laws, Chapter 131, Section 40, Wetlands Protection Act and the Southborough Wetlands By-Law. The jurisdiction is limited to land or water areas bordering on or under water bodies and land subject to flooding. The Commission must consider if an activity affects any of these statutory interests: public water supply, groundwater, flood control, storm damage prevention, prevention of water pollution, shellfish, fisheries, (if applicable) and wildlife habitat. The Commission is required to hold a Public Hearing if the activity affects any of these statutory interests.

In 1999 the Commission held 55 public hearings:

01/21 Mass Electric (147 Northboro Road)
02/11 Russ Developers, Inc. (19 Richards Road)
02/11 John Kehayoglou (248 Boston Road)
03/04 Pinehill Realty Trust (31 Pinehill Road – Roadway A Construction)
03/04 Pinehill Realty Trust (31 Pinehill Road – Roadway B Construction)
03/04 Pinehill Realty Trust (31 Pinehill Road – Sidewalk Construction)
03/04 Pinehill Realty Trust (31 Pinehill Road – Common Drive Construction)
03/04 Nichols Road Realty Trust (54 Pinehill Road)
03/25 AT&T Corporation (Fiber Optic Repairs at Neary School Property)
03/25 Richards Road Realty Trust (Killam Farms Subdivision Drainage System)
03/25 Richards Road Realty Trust (8 Killam Farms Lane)
03/25 Richards Road Realty Trust (10 Killam Farms Lane)
03/25 Capasso Realty Corporation (13, 15 & 16 Hillside Avenue – Cart Path Widening)
03/25 Capasso Realty Corporation (13 & 15 Hillside Avenue – Slope Grading & Detention)
04/15 Warren & Mary Clark (248 Cordaville Road)
04/15 Wedgewood Developers (7 Candlewood Drive)
05/13 Wellen Construction (22 Fisher Road)
05/13 Rosewood Companies (41 Darlene Drive)
05/13 Wall Street Realty Trust (195 Main Street)
05/13 Wall Street Realty Trust (197 Main Street)
05/13 Nichols Road Realty Trust (7 Witherbee Lane)
05/13 Elizabeth & Frank Azzariti (35 Clifford Street)
06/03 Pinehill Realty Trust (31 Pinehill Road – Roadway and Utilities Construction)
06/03 Pinehill Realty Trust (31 Pinehill Road – Common Drive Crossing)
06/24 Heidi & Ted Davis (18 Lovers Lane)
07/15 Beverly Amazeen (136 Marlboro Road)
07/15 Town of Southborough (Willow Street - Replacement of Water Main Line)
07/15 Town & Country Homes, Inc. (145 Northboro Road)
07/15 Rosewood Construction (Lot 1 Metacomet Lane)
07/15 Rosewood Construction (Lot 2 Metacomet Lane)
07/15 Rosewood Construction (Lot 3 Metacomet Lane)
07/15 Rosewood Construction (Lot 4 Metacomet Lane)
07/15 200 Tech Realty Trust (Johnson Road & Northboro Road – Widening of Roadways)
08/05 Robert & Kathryn Cato (9 Woodland Road)
08/05 Trask, Inc. (56 Gilmore Road)
08/05 Trask, Inc. (58 Gilmore Road)
08/05 Trask, Inc. (60 Gilmore Road)
08/05 Rosewood Construction (146 Cordaville Road)
08/05 Russ Developers, Inc. (19 Richards Road)
09/15 Fisher Road Realty Trust (Fisher Road - Construction of Subdivision Roadway)
09/15 Fisher Road Realty Trust (Fisher Road – Water Line Extension)
10/06 Smith Lane Realty Trust (9 Wentworth Drive)
10/06 Brenshaw Corporation (2 Joslin Lane)
10/06 Russ Developers, Inc. (Lots 1 & 9 Richards Road)

Conservation Commission (cont.)

10/06 Russ Developers, Inc. (Lots 8 & 10 Richards Road)
10/06 Russ Developers, Inc. (Lot 2 Richards Road)
10/06 Town of Southborough (Town Cemetery Expansion off Middle Road)
10/27 Town of Southborough (Central Street Sidewalk and Associated Improvements)
10/27 Kenneth G. Dallamora (15 Hillside Avenue)
10/27 Kenneth G. Dallamora (16 Hillside Avenue)
10/27 Fisher Road Realty Trust (74 Fisher Road)
10/27 Brenshaw Corporation (4 Joslin Lane)
11/10 Trask, Inc. (66/68 Woodland Road)
11/17 Michele & Christopher Pierce (1 Saddlehill Lane)
12/29 Roger Capone (21 Richards Road)

The Conservation budget for FY' 1999 was \$2,525, offset by \$10,263.75 generated by filings in 1999.

The Community Gardens continued its 23rd year at Middle Road under the able leadership of Kay Alsterlund.

Ray Davis of Breakneck Hill Road continues to volunteer his services at the Southborough Conservation Orchard by continuously maintaining the land and enhancing the rural character of Southborough by raising Belted Galloway Cattle at the Orchard.

The Commission continues to be an active participant of the Metrowest Water Protection Committee.

The Commission thanks all Town officials, employees and townspeople who have been of assistance to us this past year and invites the participation of all residents in our future work.

HISTORICAL COMMISSION

For the Commission, 1999 was a time of a major breakthrough, some ineffective efforts to save historic buildings, the resignation of a longtime member, and a scattering of minor activities.

The major breakthrough came with the Town Meeting vote that gave us \$30,000 to hire professionals who now are documenting homes, churches, schools, and other historic features of the town. In this updating of a survey first done in the 1970s, they are following the guidelines of and using forms provided by the Mass. Historical Commission. As noted at the Town Meeting, this article was put forward knowing that MHC had already accepted our application for a grant that would reimburse 60% of costs the town incurred in the survey – meaning the survey will ultimately cost Southborough only \$12,000. By year-end '99, the consultant had completed about 30% of their work, according to Tom Nadeau, who is the commission's coordinator for the project.

Locally, we tried unsuccessfully to reach owners whose plans for their properties included destruction of homes that have some historic significance to the town. Faced with our inability to even meet with these owners, we began to look at what other towns have done to require at least a waiting period before any such destruction would be allowed. We want to create a bylaw that would allow reasonable time for concerned parties to propose alternatives to destruction or, at least, time to document and photograph elements of the building before it is destroyed. We hope the draft will be ready for some future Town Meeting.

In September we accepted the resignation of Carol Gay who finally realized that her family life, her home, her career as a teacher, and serving as an effective member of the commission was too much of a burden. As of year-end '99, we are still looking for one or more residents to step forward and let the Selectmen know they're interested in joining our group.

During the year we met infrequently with the town's MBTA Study Committee to consider what the town or MBTA might do to permanently identify historic features around the proposed (but still un-built) commuter rail stop in Cordaville. In an extension of those meetings we've also considered how best to make some non-historic land in that area more attractive, most notably the triangle of land between River Street and Cordaville Road, across from Fitzgerald's Store.

COUNCIL ON AGING SENIOR CENTER

The Southborough Council on Aging is a board made up of seven members and four alternate members appointed by the Board of Selectmen. The COA meets the first Wednesday of each month in the Senior Center in the Fayville Village Hall at 42 Central Street at 7:30 p.m. All are welcome to attend. The purpose of the COA is to identify the needs of our town's older adults and their families, develop and provide resources to assist them, advocate for them and to oversee the operation of the Senior Center.

As we enter the third year of operation at the Senior Center, we look back and see the growth in usage of our services and the increasing senior population in our town and the needs associated with this. Not only is our town's population aging, but the new senior housing developments have brought new seniors into our town. Today, there are about 1203 residents in town over age 60. Monthly, we now average 46 phone calls for information and referral alone.

Leah Alea is employed for twenty hours a week as Senior Coordinator and Cindy Beard twelve hours a week as Outreach Coordinator. The Senior Center is open Monday through Friday from 10:30 a.m. to 2:30 p.m.

Services offered through the Senior Center include Meals-on-Wheels program for our town's homebound and a congregate meal site where hot meals are served Monday through Friday at 12:00 p.m. Meals are provided courtesy of the S.M.O.C. Elderly Nutrition Program. Meals are delivered and often served by volunteers.

Transportation is available through AVCOA (which provided 1894 rides to our seniors this past year) on Mondays and Thursdays with some limitation. Tuesdays, AVCOA provides transportation to the Senior Center only. Other transportation is currently provided by volunteers.

At last year's town meeting it was voted to hire Outreach Coordinator Cindy Beard for 12 hours a week. (She worked part of the previous year with grant funding.) This past year she was able to provide 78 outreach visits to our town's seniors, many who are homebound and isolated. Those who are alone or without family nearby have really appreciated a friendly visit. Some of the concerns which surfaced during these visits have been: rising taxes, fuel assistance, health insurance choices, transportation and in-home health care.

Additional programs and activities at the Senior Center include: Exercise and Strength Training for Seniors, Painting with Watercolors, Conversational Spanish, crafts, card games, parties, educational seminars and computer classes at the Middle School. Counseling for health care related and insurance questions is provided by a SHINE (Serving Health Information Needs of Elders) counselor and is available by appointment. Health services include monthly blood pressure checks and bi-monthly visits by a Podiatrist for foot care. A bi-monthly newsletter is produced and sent to 1,200 senior households to keep residents informed of services and up to date on information.

Funding for our programs comes from the town's budgetary process, small fees, The Friends of the Council on Aging and supplemental grants from the Executive Office of Elder Affairs. This year's Formula Grant Award should be about \$4000.00.

As we look to the years ahead we will all be challenged to meet the needs of the town's senior population. A better transportation system, tax relief and services to help those who are "aging in place" do so comfortably are just some of areas that are being discussed. We welcome all of your input and thank our volunteers who help make these programs successful.

DEPARTMENT OF PUBLIC WORKS

In accordance with the Code of the Town of Southborough, the Department of Public Works herewith submits its eight annual report for year ending December 31, 1999.

The mild winter season experienced at the end of the previous year would normalize at the beginning of this year with plowable snow occurring through mid January and again in late February through mid March. While the department treats winter storms of any magnitude as significant events, it is worth noting that there were no weather related events that could be considered of historical proportions. For New England that, by itself, could be considered historical and is certainly noteworthy. Comparative statistics over a ten year period are reflective of the season.

	<u>High</u>	<u>Low</u>	<u>Average</u>	<u>1999</u>
Snow Accumulation (inches)	129	22	62	45
Number of Storms	24	9	16	11
Storms Requiring Snow Removal	15	2	8	7
Off Hour Call Outs	72	34	47	43
Sand (ton)	3357	587	1909	1642
Salt (ton)	2094	815	1488	1916
Hired Equipment (hrs.)	702	72	256	359

The level of the departments water maintenance activities are not only the result of mother nature, but are an indication of growth within the community as well. Subdivision streets are being constructed and accepted as public ways on an annual basis and the departments winter maintenance activities must increase to accommodate not only those streets, but new school facilities and increased public demands as well.

Growth within the community has become a major issue for this department, not only in relation to maintenance activities, but in coordinating with the Planning Board and the Town Planner, the approval of and construction oversight on the significant influx of subdivision streets. A major link in that chain has been Mr. Bill Bertonazzi, the departments part time construction inspector. We regret that in spite of Bills extensive background and expertise in the field as well as his willingness and ability to perform this function his health would not allow him to continue throughout the year. We wish Bill well and look forward to his recovery and hopeful return. In order to fill that void, we developed an arrangement with the Town's consultant, SEA Consultants, Inc. to provide those services. We thank SEA's Mike Clark for developing the effective and affordable arrangement and we welcome on board SEA's Bob Sanda who is performing the inspectional services and brings the expertise and ability needed for this critical function.

Street maintenance projects initiated in the previous year were brought to completion this year. Activities associated with these projects included resetting all drainage structures and water gates to the finish grades, installation of bituminous concrete berms as required to control drainage, resurfacing with 1 ½ inches of Type I bituminous concrete, adjustment of driveway aprons as required to conform to the finish grade and loam seed and/or gravel as appropriate along shoulders. These activities were accomplished on Red Gate Lane, Hickory Road, Middle Road, Highland Street, and Southville Road. We note that the improvements to these streets represents significant effort and expense over and above simple resurfacing. This investment in our infrastructure, we believe, will reap benefits in the long run and must be continued. Included in the maintenance schedule for the year was improvements to the Town House parking lot. Using a plan developed by the Town Planner in conjunction with the Town House Users Group, the parking and traffic patterns were reconfigured allowing for diagonal parking, improved circulation and additional spaces. Work included widening as required, bituminous concrete berms, a leveling course of pavement and resurfacing. A center landscaped island was included along with underground wiring and additional site lighting. Additional parking and access ways were provided at the former Water Department building which now houses the Recreation Commission and the Historical Society, all improvements comply with the Americans with Disabilities Act.

The Department worked closely with the Recycling Committee throughout the year in their effort to improve the effectiveness of our recycling program. The committees professional and dedicated efforts made significant progress in several areas. The recycling program in place at the Transfer Station was improved and expanded with the addition of plain paper and cardboard recycling as well as allowing for the comingling of several materials thereby greatly simplifying the mechanics of the recycle process and hopefully increasing participation. The committee prepared and filed two grant applications on behalf of the town and at the close of the year, we have had a favorable response to one and look forward

Department of Public Works (cont.)

optimistically to the other. In what will most likely be the most significant effort, the committee identified two segments of the population that were not necessarily receiving completely equal access to recycle facilities. Residents of Colonial Gardens, while certainly being allowed access to the Transfer Station, were not receiving recycling as part of that facilities services. With the excellent cooperation of the Housing Authority, the Executive Director and possibly most importantly the staff, recycling services are now being offered to the residents on a weekly basis. Residents of the town who were having their trash picked up and transported to the Transfer Station by subscription haulers, were likewise not receiving recycling as part of that service. Through the effort of the committee in negotiating with the primary subscription hauler, the agreement between the town and the hauler now contains language requiring curbside recycling to at least the same level as the town offers at the Transfer Station.

Site work on the expanded recycle facilities got underway in earnest this year. The site was cleaned, grubbed and approximately 10,000 cubic yards of excavation was required to establish the roadway sub grade. In that the majority of the site relies on street drainage, only two leaching catch basins were required in the parking area. Utilities included 700 linear feet of 8 inch ductile iron water main and two hydrants as well as 2850 linear feet of electric and communications duct work. Roadway foundation gravel was placed and completed and at the close of the year the site is ready for paving, curbing and sidewalk.

Annual statistics for the Rural Cemetery reflect the continuing moratorium on the general sale of cemetery lots. Based on extremely limited available cemetery space the policy established by the Selectmen in 1998 allows sales on a "needs basis only" and, while regretful, the policy has been effective to date. The Cemetery Division staff have been even more sensitive than ever in dealing with the crisis situation and the understanding of the residents throughout this period is appreciated.

Burials:		Graves Sold:	
Cremations	16	Resident	12
Full Body	37	Non-Resident	0
Total	53	Total	12

The solution to the current space crisis at the Rural Cemetery is, of course, the proposed cemetery expansion on state property west of the cemetery and east of Middle Road. The town's consultant for this project BSC, Inc. along with the department has worked diligently throughout the entire year to move this project forward. Unfortunately this project is somewhat unique based on the sites ownership, site conditions and location. This too is compounded by the lack of specific and detailed regulations governing this activity and agencies that seemingly have the attitude that to do nothing is always better. We must rely on the fact that the project is based on science and sound engineering practice and to that end, we are fortunate to have the expertise that BSC provides in this area. The science and sound engineering tell us that this project will have no adverse impact on the groundwater, the watershed or the back up water supply (Sudbury Reservoir) and there is no reason for it to not move forward. At the close of the year, we await the MEPA certificate and once in hand, we may then proceed to the Board of Health for site assignment, back to the state for an actual deed and then construction hopefully Spring-Summer 2000.

As reported over the last several years, roadside shade trees continue to be our old nemesis. Forty nine dead trees were removed this year along with routine activities involving planting, pest & disease control, trimming, posting trees, scheduling and holding public hearings, inspections of utility companies and private contractors and responding to complaints. Given the escalating rate of dying trees, compounded by the difficulty in acquiring part time personnel, we appear to be loosing ground all the time. In response, the department will propose additional funding for contracted services to respond to the most critical needs.

Growth, growth, growth has been and continues to be the watchword in the Water Division, particularly this year. Not only do service installations escalate along with the new housing starts, but the consumption of water per customer continues to escalate based primarily on larger homes constructed on large landscaped lots with irrigation systems. While the consumption of water has more than doubled in the last ten years, it has increased 27 percent in the last year alone. While a portion of that increase is attributable to the MWRA's need for water in the Metrowest Tunnel construction process, the increase in residential consumption remains around 20%.

Department of Public Works (cont.)

	Water Consumption (million gallons)	<u>Distribution System</u> Main Pipe Added:	<u>1998</u>	<u>System</u> <u>Total</u>
January	24.452	4"		
February	21.714	6"	650'	
March	23.569	8"	8,760'	
April	27.825	12"	<u>3,040'</u>	
May	41.450		12,450	
June	69.847			80 mi. 2,825'
July	62.666	Services	125	2,705
August	59.583	Hydrants	29	728
September	39.935	Gate Valves	51	1,803
October	28.051	Breaks in Mains	3	
November	23.495	Breaks in Services	3	
December	24.153	Broken Hydrants	3	
Total	446.740			

As new construction continues, with no apparent slowdown in sight, the maintenance of the existing system tends to suffer. The department owes it to its customers to maintain the system at optimum levels and while there has been no compromise in quality, more and more maintenance issues are being deferred. To this end, it is our intent to request additional staffing in this area in the ensuing year.

Under separate contracts with I. W. Harding and Patriot Excavating, the existing water main in Valley Road from the 12 inch main installed two years ago to Boston Road, across Boston Road and in Willow Street from Boston Road to Turnpike Road was replaced with a 12 inch Ductile Iron water main. This installation provides an important large diameter connection from the Hosmer Pumping Station to Route 9.

The long awaited Parkerville Road Landfill Closure contract was awarded to Essex Excavating and proceeded very successfully throughout the year. The planning process that went into this project reaped its benefit as few, if any, unknown issues were revealed. This being to the credit of the committee, the consultant and the neighborhood. At the close of the year 95% of the landfill has been capped with considerable final grading complete, the entire westernmost portion of the site is completely finished. This is a very sensitive project located in a very sensitive area with two schools and many private residences in close proximity. The success of the project to date is much to the credit of Bill Stamp of Essex and Joy Lapointe of SEA Consultants, Inc.

As the millennium approached, it was clear that the computerized water billing system would need to be replaced. The process was long and most difficult, as the system would have to satisfy the needs of the Town Hall as well as Public Works. At the close of the year, the Point Software is in place and bills have been processed with some details remaining to be resolved. A special note of recognition goes out to Mary Guilford, Connie Mauro and Jean Johnson for their extraordinary effort during this very frustrating time.

Being the supplier of critical services, the department was deeply concerned over Y2K issues. In order to systematically approach the problem, we asked Mr. Henry Valcour to inventory and summarize our exposure and assist with questionable issues. As a result several system upgrades were made and procedures reviewed and revised as necessary. Midnight came and passed without event, but the effort was most certainly not wasted in that we are now more prepared for whatever emergency may arise.

Saving the best for last, a special note of thanks goes out to Don Buzzell and the departments entire staff for their dedication, cooperation and understanding throughout the year.

We wish also to thank all the town officials, boards, departments and employees for their assistance and cooperation.

MARLBOROUGH ADDITIONS REFERRAL CENTER

EXECUTIVE SUMMARY

The Additions Referral Center has been providing support services to the Marlborough community for over twenty years. Addressing the needs of chemically dependent individuals and their families is the ARC primary mission. Operating as a free-standing facility the ARC offers on-going support to those in the recovery process through individual counseling, group work and consistent Aftercare follow up. The Center works cooperatively with other social service agencies and provides services to court ordered DUI programs.

PROGRAM DESCRIPTION

The Addictions Referral Center provides a comprehensive approach in dealing with the effect of substance abuse in our community. The Aftercare process is at the heart of the Center's philosophy, without the supportive and non-judgmental atmosphere that we are able to provide the goal of long-term sobriety may not be realized.

Our major goals for this year are first to be able to continue providing care for those afflicted by chemical dependency and to provide support and enhance the dignity and well being of people striving to recover from chemical dependency. Second, responding to a need in the community for additional, organized programs during the holiday season, we will be sponsoring such programs. Third, we are planning an outreach program for the elderly community, the need is great.

As in the past, our target population encompasses a broad spectrum of the community and we never turn anyone away. We are seeing an increase in minorities, women and young people utilizing our services. We have installed a handicap ramp to enhance our accessibility and our compliance with the American's with Disabilities Act. We have worked very closely with the residents of the Marlborough Shelter and also with the Department of Social Services resulting in children being successfully reunited with their natural parents.

There is no other agency in the area that provides the type of services that we do. In addition to the agencies previously mentioned, we also work closely with various treatment facilities, hospitals and public detoxification centers as well as the Salvation Army and the criminal justice system.

The Center is unique in that we do not charge a fee for service. The majority of people we service have little or no insurance and nowhere else to turn for help. Those individuals who do have insurance/means are supplied with a referral to a private treatment center; many of them return to the Center for day-to-day support with their sobriety, no appointment necessary.

The agency currently employs one full-time Clinical Director/Counselor and one part-time Executive Director/Counselor. The other staffing needs of the Center are supplied by volunteers. Paid per-diem workers are occasionally used for weekends or holidays.

RECREATION COMMISSION

"Play is essential for life. It is not selective, it is mandatory." –Dr. O. Carl Smith

There is certainly a multitude of different benefits that can be realized from participation in recreation or visits to playgrounds and open space. It can be a walk in the woods for a work-weary adult. It can be the sense of exhilaration for the six-year-old who connects bat to ball for the very first time. We can relax and enjoy the beauty of a sunset. We can spend time with family or friends. We can experience new activities and opportunities. There are an almost limitless number of benefits that can be found within such experiences. Most of these values and benefits fall within one of four major categories:

- **Individual** – Opportunities for living, learning, and leading full and productive lives as well as avenues for people to experience purpose, pleasure, health and well being.
- **Community** – Essential by creating opportunities to live and interact with families, work groups, neighbors, communities, and world.
- **Environmental** – Providing and preserving parks and open space enhance the desirability of an area as well as contributing to the health and safety of its inhabitants.
- **Economic** - Not mere expenditures but investment in the future for the viability of people and places.

1999 was a very active year for the Recreation Commission with significant benefits to the community. Many new programs were added and services were enhanced. A full time maintenance person was added to the staff to keep new and existing fields and facilities in tiptop shape. We continue to provide programs that residents enjoy and strive to add programs that resident's request. We will always work to complete our mission: *"...to establish and maintain programs that meet the recreation needs of residents of Southborough. Programs will be offered for all ages and interests, giving each individual the opportunity to engage in a variety of activities. Through these activities, participants will be able to make constructive use of leisure time and contribute to positive physical and mental health and good sportsmanship".* Please refer to our Bi-annual Brochure (mailed to all residents in March and September) for program registration. At the end of this report there is a complete listing of all programs, fields and facilities.

NEW PROGRAMS. In 1999 we added the following programs: Pre-school Playground, Preschool Gymnastics, Finn and Neary Step, Wachusett Ski Lesson Program at Trottier, Summer Golf Camp, Swing Dance, Senior Striders, Adult Computer Classes and Jazzercise. The most popular and sought after was the Pre-school Playground program at the new Fay E. Memorial Playground. This summer we ran a three-week program and it was full each week with long wait lists. This year we will add an additional three weeks

to accommodate more residents.

*** Individual Benefits: Increases self esteem, Feeling of safety and security

SERVICES that have been enhanced are the field and gym use scheduling and Recreation Maintenance. Open Gym and Free Skate programs have added hours and monitors respectively. Special Events that remain popular are the Annual Road Race the Bi-annual Trip to New York City and Ski Trip to Ragged Mountain. A new event that was very popular is the 'Boston Celtics at the Fleet Center' night out.

*** Community Benefits: Connects families, Provides outlets for conflict resolution

MAINTENANCE With the addition of the Recreation Maintenance Staff person we have been able to accomplish much needed watering at the new Fay E. Memorial playground as well as other fields in town. In addition to this, the new irrigation systems are being monitored and maintained. There is also daily program support of trash removal and safety care involving maintaining play surfaces and eliminating wasps and poison ivy from play areas and fields. These are only a few examples of the many tasks performed daily, weekly, monthly and yearly in order to maintain our fields and play areas.

*** Economic Benefits: Enhances land and property value, Reduces vandalism and crime

SOUTHBOROUGH FIELDS AND FACILITIES

Fayville Field/Playground: Located on Central St, between route 30 and route 9, Soccer, Outdoor Basketball, Softball, School Age Playground, Tot-lot, Picnic Pavilion

Mooney Fields: Located on Parkerville Rd, south of route 30, Baseball

Liberty Estates Field: Located on Liberty Rd, off of Southville Rd., Soccer

Choate Field at Woodward School: 28 Cordaville Rd, on route 85 south of route 30
Soccer, Outdoor Basketball, Softball, Field Hockey, Sand Volleyball

Nearby School: 53 Parkerville Rd, south of route 30, Tennis, Soccer, Softball, Playground, Walking, Outdoor Ice Skating

Trottier School: Deerfoot Rd, South of Rt.30, Soccer, Baseball, Track, Field Hockey

Finn School: Richards Rd, south of route 30, Soccer, Baseball, Playground, and Tennis

"It is commonly believed that happiness depends on leisure because we occupy ourselves so that we may have leisure, just as we make war in order that we may live in peace."—Aristotle in Ethics

Recreation Programs – next page→→

Recreation Programs	Participations			
Spring-Summer	1996	1997	1998	1999
Playground	567	443*	371*	450
Counselor In Training	Not Offered	11	24	20+
Swim Lessons	126	136	129	119
Tennis-Adult & Children	6	21	61	113
Golf-Adult	38	48	24	41
Golf-Child	16 +	33 +	41	17
Sailing	Not Offered	7	2	5
Fitness Walking	Not Offered	14	Insufficient	7
Senior Striders	Not Offered	N/O	N/O	6
Horseback Riding	Not Offered	0	5	12
Softball	Not Offered	12	20	28
Jazzercise	Not Offered	N/O	N/O	35
Yoga	Not Offered	N/O	37	15
Adult Soccer	Not Offered	N/O	40	48
NY Trip	Not Offered	N/O	28	0
Spring Break 'Play Day'	Not Offered	N/O	35	101+
Preschool Gymnastics	Not Offered	N/O	N/O	24
Swing Dance	Not Offered	N/O	N/O	37
Trotter Adventure Program	Not Offered	N/O	N/O	45
Student Enrichment Program	Not Offered	N/O	N/O	41
Golf Camp	Not Offered	N/O	N/O	2
Preschool Playground	Not Offered	N/O	N/O	90+
Fall-Winter	96-97	97-98	98-99	99-00
Horseback Riding	7	10	10	7
Fitness Walking	13 +	11	Not Offered	15
Yoga	12	20	28	4
Skating Lessons	100	105 +	134	168+
Skiing Lessons	44	50 +	74	56
Adult Tennis	Not Offered	N/O	N/O	17
Finn and Neary STEP	Not Offered	N/O	N/O	130
Tai Chi	Not Offered	10	24	14
Adult Golf	Not Offered	N/O	N/O	8
NY Trip	Not Offered	23	38	41+
Ski Trip	Not Offered	45	35	23
Winter Break Play Day	Not Offered	30	60	68+
Preschool Gymnastics	Not Offered	N/O	N/O	25
Golf-Children	Not Offered	16	38	8
Trotter Adventure Program	Not Offered	N/O	83	87
Men's Basketball	Not Offered	N/O	44	45
Adult Ice Hockey	Not Offered	N/O	70	22+
Adult Ball Room	Not Offered	N/O	20	18
Adult Computer	Not Offered	N/O	21	N/O
Jazzercise	Not Offered	N/O	73	N/O
Road Race	102	139	141	103
(*) moved to smaller playground site				
(+) Waiting lists				

RECREATION FACILITIES COMMITTEE

The efforts of the Recreation Facilities Committee can be summarized in three words: planning, installation and maintenance. We continue to plan for new facilities that town residents have requested, most notably a contiguous bike trail and another playground facility. We have worked closely with the School Building Committee in finalizing the myriad of details associated with the indoor and outdoor facilities that will be part of the new Finn School complex, as well as the new pavilion and backstops at the Neary School.

Committee members also worked closely with the Parkerville Road Landfill Committee and SEA consultants regarding the final design and specifications for the athletic fields on that property. These fields are scheduled to come "on line" by Fall 2001.

Irrigation systems were installed on Choate Field and Trottier School athletic fields thanks to warrant articles passed at last year's Town Meeting. Irrigation systems were also installed on Neary School athletic fields and were funded entirely from generous contributions from the Southborough Youth Soccer Association and the Southborough Youth Baseball Association. The committee managed the specification and bid process for all of these projects. Special thanks to John Boland and Don Buzzell for their assistance.

As our town continues to grow, the need for additional playing fields for both organized sports groups as well as "free play" participants has been well documented. As of this writing, State funding for the design and construction of a multi-purpose athletic field on MDC-owned property on Acre Bridge Road seems imminent. We are most grateful to Representative Barbara Gardner and Secretary of Environmental Affairs Robert Durand for their efforts in what has been a long, long process.

Our committee continues to provide valuable input to the Recreation Commission, the School Department and the Department of Public Works in regards to the maintenance of all indoor and outdoor recreation facilities. These efforts help to ensure the safety of all participants, extends the life expectancy of our facilities and contributes to the civic pride that is a by-product of well kept facilities.

A lot of work to be sure, but the rewards can be seen across town: the "walkers" who regularly use the Trottier track and the walking path at Fay Field; the packed "Open Gym" nights at Trottier; the tennis players who use the new Neary School courts; the crowds at Fay Field; the 200 or so adults who participate in the softball and soccer programs; the group of men who regularly play touch football on Sunday mornings and the many new programs offered by the Recreation Commission, all made possible by the new facilities that the town has so generously supported.

As noted in a previous report, the Committee's ability to meet the long-term recreation facility needs of our growing town will largely depend upon the acquisition of a tract of land large enough to accommodate a dedicated recreation complex that might include biking and hiking trails, a playground and additional playing fields. As always, we thank the taxpayers of our town for your previous support at Town Meeting, as well as the many town employees, committee members and residents who assisted us this past year. We seek your input and support as we move forward.

SOUTHBOROUGH CULTURAL ARTS COUNCIL

The Southborough Cultural Arts Council oversees the activities and operations of the Arts Center. The Council meets the first Monday of the month at 7:15 p.m. at the Arts Center and meetings are open to members of the community.

As representatives of the Massachusetts Cultural Council, a state agency partially funded by the National Endowment for the Arts, the Council awards grants annually to individuals and groups involved in the arts. Council members use their October meeting to review applications and allocate funds.

With the primary goal of enhancing the artistic life of the community, the Arts Center hosted an extraordinary schedule of events this year including: exhibitions, a variety of adult and children's classes and workshops and the ever-popular Saturday Children's Series. On May 6, 2000, the Arts Council and the Arts Center will host "An Evening with Livingston Taylor". The singer, songwriter, musician, author and all-around entertainer will perform at Algonquin Regional High School starting at 8:00 p.m.

The major fundraisers of the past year were the biannual "Meadow Muffin" contest and the "Jail for Bail", where some of Southborough's most upstanding citizens were jailed in the name of the arts.

Two special accomplishments took place this year. The Arts Center received a fresh coat of exterior paint and the upper parking lot was newly paved. These things could not have taken place without the generosity of area citizens and supporters of the arts and to all, we are very grateful. A sincere thanks to all who continue their membership at the Arts Center. We count on this support to provide cultural activities to our community. We exist because of your generosity.

None of our activities would be possible without the tireless work of the volunteer Arts Council. The present Council includes: Kay Carter, Susan and Bob Gaines, Cheryl Griffiths, Marty Henderson, Nancy Karis, Clark Lefavour, Debbie McHorney, Lynne McKay, Jill Nagle, Tracy O'Rourke, Kelly Wagner, and helpers Judy Brewer, Karen Diaz, Kay Hendrick, Isabelle Murphy, Susan Ruskowski, Lynda Thomas and Gael Uhl.

Finally, as we welcome our new Director of the Arts Center, Phoebe Krewson, we thank outgoing Director Lisa Vernooy, whose tireless enthusiasm and work sustained the Center and brought her own special flair and enrichment to Southborough.

VETERANS' SERVICES

Herewith is submitted the Annual Report for the year ending December 31, 1999. Monies spent under Chapter 115 were \$4,585.61.

I would like to take this opportunity to thank the Board of Selectmen and the other departments for their assistance to me during the year.

SOUTHBOROUGH HOUSING AUTHORITY

The Southborough Housing Authority is a public housing agency consisting of a five-member Board of Commissioners. Four members are elected and one appointed by the Governor of the Commonwealth. The Authority is regulated and funded by the Commonwealth of Massachusetts, through the Department of Housing and Community Development (DHCD), and provides housing to eligible low-income elderly, handicapped, and families. The Board of Commissioners is responsible for policy making, program planning and setting goals, while the Executive Director, Carol Renaud, oversees the day-to-day administration of the Authority. The Authority's maintenance man, Joseph LaJeunesse, works full time to maintain and preserve the Authority's properties.

The Authority owns and operates 56 elderly/handicapped housing units, 2 family units, and an 8-bedroom special needs facility which was constructed in cooperation with the Massachusetts Department of Mental Health and is managed by The Bridge of Central Massachusetts.

While the Authority is self-sufficient, subsidy is required from the Department of Housing and Community Development for capital improvements. Strict control of operating costs, within our approved budget, must be maintained while providing the best quality housing possible for our residents. In February, 1999, the Southborough Housing Authority was awarded two grants from the Department of Housing and Community Development; one in the amount of \$212,500 to modernize their family duplex, and the second in the amount of \$45,000 for paving at Colonial Gardens.

Presently net income limits for determining admission to state-aided public housing range from \$28,550 for one person to \$53,850 for eight people. Questions regarding eligibility and general questions concerning housing, may be directed to the Southborough Housing Authority office, 49 Boston Road (phone: 508-481-2166) which is open from 9:30am to 12:30 p.m.

The Board of Commissioners of the Housing Authority meet on the third Wednesday of each month, 7:30 p.m., in the Colonial Gardens Community Building. The present members of the Board are Charles Brewer, Robert Jachowicz, Barbara Sanchioni-Armstrong, and Esther Lesieur.

The Southborough Housing Authority wishes to thank all Southborough Boards, Department Heads and their employees for their help and cooperation throughout the past year.

SOUTHBOROUGH LIBRARY

The Board of Trustees of the Southborough Library submits the following report for the year 1999:

Volumes in adult library	38,650	Books on tape circulated	4,991
Volumes in children's library	25,990	Videocassettes circulated	13,796
		CDs circulated	292
Total Volumes	64,640	Museum passes circulated	874
Videos in collection	1,200	Patrons using museum passes	2,996
Books on tape	1,050		
Materials Circulated		Interlibrary loans	
Adult	46,354	Books & AV materials on loan	
Children	34,057	from Regional Library	1,361
Total	80,411	Nonresident library users	2,603
		Fines collected and turned into Town	800

Southborough Library, in 1999, completed the retrospective conversion of all book materials in spite of a three month shutdown of our affiliate, C/W Mars. Approximately 50,000 items are now on line. It is the hope of the Trustees that the library will soon be a full member of the C/W Mars system as are most libraries in surrounding towns.

The library addition is now ten years old. To maintain it in tip-top condition we have endeavored to complete one maintenance project each year. In 1999 the Children's room and office received a fresh coat of paint and the main circulation desk was refinished.

A gas log was installed in the main room fireplace. On Open House Saturday in December patrons enjoyed its beauty and warmth.

The Friends of the Library continued their tireless support. Their social events this past year were the most profitable ever making it possible to again fund museum passes, children's programs and many library extras. Many thanks to this enthusiastic group.

Under the supervision of Children's Librarian, Kim Kiess, summer reading programs and story hours for two-, three- and four-year olds were very popular. The number of two-year olds has grown so that it was necessary to form two half-hour groups to accommodate them all.

We want to thank the YWCA Community Partnership for Children for another generous grant that funded seven well-attended children's programs from February through June.

We are indebted to Girl Scout Troop 2786 who assisted at the Children's Tree Trimming Party. With over 60 children participating, their help was greatly appreciated.

The Trustees extend their thanks to Library Director Judith Williams and her staff for another year of excellent service.

To our many patrons we thank you for your support.

SOUTHBOROUGH YOUTH AND FAMILY SERVICES

Southborough Youth and Family Services is a human service resource for the community, which focuses on the prevention and treatment of youth and family problems. We offer preventive programs, counseling, information, and education.

COUNSELING: The counseling component of Youth and Family Services is available to any resident of Southborough, free of charge. We are staffed by licensed Mental Health professionals offering individual, couples, family and group counseling. In 1999, 99 people received counseling services from us.

PREVENTION PROGRAMS: The goal of the prevention programs is to help participants increase their sense of self-esteem, develop social, communication and decision-making skills, increase their sense of responsibility for their own lives as well as to their community, learn relevant information and skills and learn constructive use of leisure time. This in turn enables people to be more effective in their lives, and helps to prevent serious emotional, behavioral, and other life problems from developing. This year's programs included:

1. **In-school groups:** This year, four activity and discussion groups were offered at Neary School, serving 16 children in grades 2-5. Seven groups were offered at Trottier Middle School, serving 56 students in grades 6-8. We also ran two groups at Finn School, attended by 7 first and second graders. In these groups, students addressed issues of self-esteem, friendship, relationships with parents, and other concerns related to their respective age groups. In addition, one of our staff people ran an after-school study program as part of the Trottier After-school program. Eight students attended these sessions.
2. **Community Action Programs:** We continue to offer these programs in conjunction with the Northborough Office of Youth and Family Services and Algonquin Regional High School. Algonquin students earn credits for being trained and then working with youths who have special needs, Westborough State Hospital patients, younger children in a variety of after-school and evening programs, and senior citizens. Southborough Youth and Family Services again took primary responsibility for The Special Needs Program, training Algonquin students to work with adolescents with special needs, Project Friend, which matches high school students with younger students in a "Big Brother/Big Sister" type program, and for programs placing Algonquin students to help at the Southborough Extended Day Program and the Southborough Recreation Department. A total of 61 high school students participated in these four programs this year, working with 45 "little friends" or special needs students, as well as numerous elementary and middle school children in Extended Day and Recreation Department Programs. Approximately 100-150 Algonquin students participate in all the Community Action Programs each school year.
3. **Summer Activities Program:** This program serves children grades 5 through 8, and offers participants the chance to participate in fun and wholesome activities, at the same time as learning important lessons about decision-making, responsibility, and interpersonal relationships. Fifty-two children participated this summer, several for more than one session.
4. **Summer Employment Program:** This summer we offered again a program which involved helping high school students with special needs to find a summer job, and then providing on-the-job supervision as well as weekly meetings to discuss employment issues and job progress. The program involved seven students.
5. **Student Mentor's Program:** We continued the Student Mentor's Program at Algonquin High School again this year. Participants were students interested in providing community service, specifically by staffing the Teen Centers that we run. The Mentors were trained to work with younger teens at the Teen Center, learning about communication skills and limit setting, and then going on to help plan for, organize and staff the Teen Centers. About 25 students participated this year.
6. **Parenting Groups:** This year, one of our staff members offered a series of parenting groups for parents of children of various ages. These were education and discussion groups, and 12 parents attended.
7. **Vacation Program:** In 1999, our office worked with the Southborough Extended Day Program to offer vacation week programs for elementary school children during both February and April vacations. Approximately 200 students participated.
8. **Teen Centers:** Youth and Family Services continued to run the Teen Center this year, Friday Night activities for middle-school students in Southborough. Four were held this year. The Teen Centers continue to be very popular, and approximately 200 students attended at least one, many attending most or all of them.
9. **Community Crisis Support:** One goal of Youth and Family Services is to provide support to members of the community when the community faces an emotionally difficult situation. This year, we helped to facilitate a meeting at Algonquin to help parents and students to deal with a crisis that had occurred. Approximately 100 people attended. In addition, we organized and ran a similar meeting for parents at Trottier Middle School, attended by approximately 50 people.

Southborough Youth and Family Services (cont.)

EDUCATION: This year, we continued to offer some educational services in the community. Youth and Family services sponsored a woman to offer a program on stress management and Tai Chi in twelve health classes at Algonquin. Approximately 320 students participated. In addition, one of our staff members offered training to young people who were going to be working with children in the Recreation Department's Summer Playground Program, helping them to learn how to work effectively and appropriately with the children. Approximately 15-20 people attended the training.

HALLOWEEN PARTY: This year, we hosted our twelfth annual Halloween Party, attended by approximately 300 children and adults. 20 eight graders volunteered and helped to set up and run the party. Thank you to those kids and to all other volunteers who helped!

CAMPERSHIPS: This year, Youth and Family Services again coordinated and distributed camperships which were once again generously donated by Fay School. Eight children were able to attend Fay's Summer Camp Program on these camperships, and four middle-school students were given camperships to be CIT's. We want to thank Fay School for their continued generosity. In addition, through Friends of the Youth Commission, we were able to provide camperships to several other camps, through donations of funds from individuals, as well as donations of camperships from the Metrowest YMCA and the West End House Camp. Thank you to these two camps and to all the private citizens who donated. Fourteen children benefited from these additional camperships.

HOLIDAY GIVING PROGRAM: For the sixth year, Youth and Family Services, in cooperation with the schools, acted as a clearinghouse for holiday donations, identifying and distributing to Southborough families in need. This year, even more groups, companies, and individuals came forward with generous donations. The list is now too long to acknowledge everyone in this report, but you all know who you are. Thank you so much! Ninety-one members of twenty-four families had brighter holidays because of your generosity.

CONSULTATION, INFORMATION AND REFERRAL: Our staff continued to work closely with schools, police, courts, clergy and other community agencies this year. We continue also to be available to provide information and referrals to other health, mental health, and service providers.

This has been another very busy and active year for Youth and Family Services. We were sad, however, to have to say goodbye to Ellen Piontek, who left after 18 years of service as our Director and then Co-Director. She has moved on to other interests and will be missed by all of us.

The staff wants to thank the Board, including our youth representative, for its hard work and support; the Friends of the Youth Commission; and all the people who have generously supported our programs with your time, energy, financial assistance of moral support!

The Youth Commission Board meets at the Trottier Middle School, usually on the first Tuesday of each month, at 7 PM. All meetings are posted at the Southborough Town House. For information on our programs, or to volunteer to be involved, please call us at 481-5676.

P L A N N I N G



**1960 AERIAL VIEW OF SOUTHBOROUGH
RTE. 30, RTE. 85 INTERSECTION**

METROPOLITAN AREA PLANNING COUNCIL

The Metropolitan Area Planning Council (MAPC) is the regional planning agency that serves 101 communities in the metropolitan Boston area. It was created by an act of the state legislature in 1963 and has been serving its communities in a variety of ways since that time. The Council is composed of one representative from each of the 101 communities appointed by the CEOs of each of these cities and towns. In addition there are 21 gubernatorial appointees and 14 agency (such as the DEM, Mass Port and MBTA) appointees on the Council. The 25 member elected Executive Committee meets 11 times a year. The full Council meets three times a year. Meetings are held at various localities throughout the region.

In order to serve its communities better, MAPC has organized eight subregions. These groups are composed of representatives from the member communities and a MAPC staff planner. The subregions meet on a regular basis to discuss and work on issues of local concern. The communities of Ashland, Framingham, Marlborough, Natick, Southborough, Sudbury, Wayland, Wellesley and Weston constitute the MetroWest Growth Management Committee. The nine member MetroWest committee – MAPC's first subregion- continued with a number of major projects this past year. The committee's staff continued to act as staff to the Turnpike Authority Advisory Board oversight committee and the MWRA tunnel project. Kathy Bartolini, the group's director for the past seven years resigned in June to become Director of Planning for the town of Framingham. Tim Wagner, the group's senior transportation planner, also resigned. He accepted a job with the town of Wellesley. For the past few months the group has worked to refine its priorities and set a new agenda for the coming year. MAPC has been staffing the committee during this period. The MAPC planners presented a report to the committee that analyzed what has happened during the past 15 years of the committee's existence and presented a powerpoint slide show for local officials at the December meeting. MetroWest continued to be actively involved in the I-495 project as well as with other transportation related projects.

On the region wide scale MAPC is involved with so many programs and issues that it is not possible to mention them all. However, the following list should give some idea of the breadth of activities, responsibilities and challenges the agency has met over the past year.

Buildout Analysis Projects

MAPC is continuing its work with local communities on Buildout Analysis. Last year MAPC developed a GIS methodology for these community buildouts. This work came to the attention of EOEa who saw it as a good tool to help communities focus on their local growth potential. Subsequently, EOEa decided to fund buildouts for all Massachusetts communities. They have contracted with MAPC and other agencies to do the work. Everyone is using the MAPC methodology. MAPC expects to complete 47 buildouts this fiscal year. The work on the remaining communities will be done the following year.

The purpose of a buildout study is to create an approximate "vision" in quantitative terms, of the potential future growth permitted and encouraged by a community's bylaws. Using maps, a buildout analysis can describe the level, type and location of such potential future growth. The result is only an estimate of a possible future for the communities, but it helps residents and public officials to develop an understanding of the implications of current zoning regulations. If the level or type of potential future development shown in the buildout analysis is not consistent with the community's goals or vision for the future, the residents may choose to make appropriate changes to the regulations.

Regional Service Initiative

MAPC has worked with local officials to establish three consortia in the North Shore, the North Suburban and the South Shore areas. The groups have applied for state funding, but at this point the project is supported totally by local funds. The North Shore and North Suburban are sharing the services of a regional coordinator who has an office in Salem State College. The South Shore has a part time coordinator who works out of the Hingham Town Hall. Initially, regional coordinators will concentrate on joint purchasing of supplies and services. These joint purchases are expected to show immediate and significant savings. Municipal managers have expressed interest in regional human resources services, including training. Gradually many other municipal services will become likely candidates for regional delivery approaches.

Metropolitan Area Planning Council (cont.)

Southeastern Massachusetts Vision 2020

MAPC is continuing its work with the Old Colony Planning Council and the Southeastern Regional Planning and Economic Development District on the initiative to address uncontrolled sprawl and improve management of the rapid changes occurring in this region of the Commonwealth. The project recognizes that important choices lie ahead for the communities of southeastern Massachusetts and that a clear vision for the future will lead to more effective decision-making.

The group has prepared a report: *Vision 2020: An Agenda for the Future*. This report deals with the facts, trends and issues confronting the region, ending with a strategy for action. The report was finished this spring. The committee is now making the contents of the report known throughout the region by the way of a slide show.

Comprehensive Economic Development Strategy

MAPC is responsible for producing a Comprehensive Economic Development Strategy (CEDS) for the-Boston Region, in order to meet the requirements of the federal Economic Development Administration (EDA).

MAPC communities have this opportunity to identify an economic development vision and an action plan and implementation steps which include local and regional priority projects. The completed CEDS will be the blueprint for future economic development projects and funding from a wide variety of public, nonprofit and private sources. The strategy will also address economic development-related issues such as transportation and housing projects and the environmental impacts of development.

I-495 Initiative

Through the I-495 Initiative, MAPC continues to work cooperatively with the Massachusetts Technology Collaborative, legislators and companies and communities near the fast-growing I-495 Corridor. The Project is funded in part by the U.S. Department of Economic Development. The goal is to develop innovative solutions to the challenges of growth, business competitiveness, local fiscal stability and resource protection. This year, the Initiative hosted its second major regional conference, achieved \$250,000 in federal funding for a regional transportation study and ridesharing incentives, began a web-based clearinghouse and virtual technical assistance center, assisted in the formation of a six-community Assabet River Consortium, and facilitated public-private dialogue about alternative technologies, reverse commuting and more predictable permitting.

Welfare to Work

MAPC is the grant recipient of the U.S. Department of Labor Welfare-to Work Grant. MAPC brings an innovative and collaborative approach to assisting low-income job seekers overcome systemic transportation barriers. By linking employers, workforce development agencies and transportation providers, the project has improved access to existing mass transit, identified major employment centers that lack access and offered innovative support where public transportation is not feasible. MAPC has convened a unique collaboration that provides employment transportation for low-income communities.

Metropolitan Affairs Coalition

MAPC is serving as the staff of the Metropolitan Affairs Coalition (MAC). MAC grew out of the Challenge To Leadership, a twelve year effort initiated by Cardinal Law. Church leaders along with business, labor, academic, public sector and other non-profit organizations help define a civic agenda for the city and the region. The MAC is designed to give a depth and an on-going presence to issues that have a metropolitan scope. The initial issue that the MAC is addressing is housing in the metropolitan region.

PLANNING BOARD

The Planning Board met 27 times in 1999 to deal with the continuing rapid growth that the town has been experiencing in the past decade. Seven residential subdivisions were approved creating 64 new lots and three more are under review that would add another 28 lots. In addition, 40 Approval Not Required plans (property on existing public roads) were processed creating an additional 45 residential building lots scattered throughout the town. These numbers are significant in that despite ever decreasing undeveloped land, the number of newly created lots are keeping up with the number of housing starts, thereby creating the potential for another year of high residential growth. Commercial growth has also increased as the MetroWest – 495 region continues to enjoy the healthy economy. The Planning Board has approved seven site plans creating a total of 328,000 square feet of new commercial/industrial space, which is considerable by Southborough standards, but is dwarfed by the nonresidential development in our neighboring communities.

The high growth in our adjacent towns continues to impact Southborough, primarily through continually increasing traffic congestion. Efforts to mitigate traffic continue with limited success. The opening of the California Ave. median in Route 9 allowing access to the Framingham Industrial Park in Framingham has helped reduce traffic on Central Street and Boston Road in Southborough. Unfortunately, the continued growth in traffic makes this improvement almost unnoticeable. The soon to be complete new I-495 interchange is expected to reduce traffic through the center of Southborough as the high employment area of West Marlborough will have easier access to 495 and the Mass Pike. The long awaited MBTA station in Cordaville is now in the final design phase and is expected to be open late this year or early 2001. In hopes of getting more people out of their cars and into public transportation the MBTA is currently undertaking a feasibility study of extending service from Framingham to Marlborough and Northborough. Both Framingham and Marlborough are working hard to improve and market bus service both within the Metrowest region and to Boston. The continued economic health of the region depends, in part, on functioning transportation systems, a challenge that becomes greater each year.

As we end the decade and begin a new century it is interesting to put the past ten years in perspective in relation to the history of Southborough. Approximately 900,000 square feet of industrial/commercial space was constructed in town during the 1990s; the majority of which was completed in the past few years. As stated above, 328,000 sq. ft. was approved in 1999 alone so our commercial base is beginning to expand rapidly. Residential growth has been much more dramatic. There were 722 single family housing starts in the decade of the 90s as well as 66 duplex units. No other decade in our history had as many as 500. Our population grew from 6,628 to more than 8,500 an increase of about 28% which is one of the greater percentage increases in the region. Another decade of similar sustained growth will bring us to near buildout and a population exceeding 10,000. In light of this continued high growth, we must continue to work hard to assure that the unique character of Southborough is retained for future generations.

OPEN SPACE PRESERVATION COMMISSION

1999 witnessed a steady flow of development plans for the OSPC to review. Most of the subdivision plans included viable open space in the preliminary plans – a noticeable improvement over past years.

The OSPC concentrated on completing the Open Space and Recreation Plan to the satisfaction of the Metropolitan Area Planning Council (MAPC) and Executive Office of Environmental Affairs (EOEA). We and the Town are deeply indebted to Susan Ziegler, Commission Member, who spent countless hours on her home computer, typing, printing, assembling charts and maps. Her very professional work has saved the Town from significant expense – most towns hire consultants to do this task. Members of the Commission gathered information and wrote various sections – Susan edited our work as well as writing several sections then pulled it all together.

The residents of Southborough may read the Plan at the Library. We urge you to do so. Acceptance of the Plan by the EOEA entitles the Town of Southborough to apply for Department of Conservation Services grants through December 2004. We fervently urge the Town to do so as it seeks to acquire land for open space and preserving natural habitats, recreation and municipal needs of the future.

ZONING BOARD OF APPEALS HEARINGS

- 01/07 N. Stephen & Faith M. Ober, 15 Ledge Hill Road (74-19) – Variance from Article III, Section 174-8.2, Paragraph D(3)(c), Use Regulations – Construct an addition onto their single family dwelling lacking the required side setback in a Residence A District. GRANTED
- 01/07 Southborough Realty Trust II, 41 Darlene Drive (10-17) – Variance from Article III, Section 174-8.3, Paragraph D(2), Use Regulations and Article VI, Section 174-25, Paragraph A(3), Variances – Construct a single family dwelling lacking the required frontage (constructed) in a Residence B District. GRANTED WITH CONDITIONS
- 01/07 Southborough Realty Trust II, 43 Darlene Drive (10-29C) – Variance from Article III, Section 174-8.3, Paragraph D(2), Use Regulations and Article VI, Section 174-25, Paragraph A(3), Variances – Construct a single family dwelling lacking the required frontage (constructed) in a Residence B District. GRANTED WITH CONDITIONS
- 01/07 Wend Management, Inc., 36 Turnpike Road (39-36) – Variance from Article VI, Section 174-25, Paragraph A(3), Variances – Operate a private office in a Residence B District. WITHDRAWN WITHOUT PREJUDICE
- 02/04 James Coghlin, Jr., 1 Skylar Drive (27-16C) – Variance from Article III, Section 174-8.2, Paragraph D(3)(b), Use Regulations – Construct an addition onto his dwelling lacking the required rear setback in a Residence A District. GRANTED
- 02/04 Richard L. Fairfield, 11 Pine Hill Road (69-7) – Special Permit and Variance from Article III, Section 174-9, Paragraph B and Article III, Section 174-9, Paragraph B(1), Accessory Apartments – Construct an accessory apartment onto his dwelling exceeding the habitable floor area of the accessory unit in a Residence A District. GRANTED WITH CONDITION
- 02/04 Kenneth J. Jr. & Lynn A. Morin, 36 Turnpike Road (39-36) – Variance from Article VI, Section 174-25, Paragraph A (3), Variances and Article III, Section 174-11, Signs – Operate a private office at the property and install a sign for a business in a Residence B District. GRANTED WITH CONDITIONS
- 03/18 Mark A. & Susan E. Conti, 12 Strawberry Hill Road (42-27) – Special Permit from Article V, Section 174-19, Nonconforming Uses and Structures and Variance from Article III, Section 174-8.2, Paragraph D(3)(c), Use Regulations – Construct an addition onto their nonconforming dwelling lacking the required side setback and existing pool lacking the required side setback in a Residence A District. GRANTED
- 03/18 Triton Construction Corp., 5 Hubley Lane (13-44) – Variance from Article III, Section 174-8.2, Paragraph D(3)(b), Use Regulations – Construct a deck onto a dwelling lacking the required rear setback in a Residence A District. GRANTED
- 03/18 Fisher Road Realty Trust, 74 Fisher Road (81-6) – Special Permit from Article III, Section 174-9, Paragraph H, Multifamily Housing for the Elderly – Construct multifamily for the elderly in a Residence A District. WITHDRAWN WITHOUT PREJUDICE
- 04/08 Lawrence E. & Bari Modestow, 95 Southville Road (3-25) – Special Permit from Article V, Section 174-19, Nonconforming Uses and Structures and Variance from Article III, Section 174-8.3, Paragraph D(3)(a), Use Regulations – Construct an addition onto their nonconforming dwelling lacking the required front setback in a Residence B District. GRANTED
- 04/08 C R Construction, Inc., 46 Overlook Drive (76-89) – Variance from Article III, Section 174-8.3, Paragraph D(3)(b), Use Regulations – Construct a deck lacking the required rear setback in a Residence B District. GRANTED
- 04/08 AT&T Wireless PCS, Inc., 101 Breakneck Hill Road (21-1) – Special Permit from Article V, Section 174-19, Nonconforming Uses, Lots and Structures, Article III, Section 174-9, Paragraph E, Nonconforming Uses, Lots and Structures, Section 174-8.2, Paragraph B(2), Use Regulations, Section 174-9, Special Permit Requirements, Section 174-8.11, Paragraph D, Use Regulations and Section 174-10, Site Plan Approval and Variance from Article III, Section 174-8.11, Paragraph B, Section 174-6 and Section 174-8.2, Paragraph C, Use Regulations,

Zoning Board of Appeals (cont.)

Article VI, Section 174-25, Paragraph A(3), Variances, Article III, Section 174-8.11, Paragraph D(3)(4)(5) and Section 174-8.2, Paragraph D(4), Use Regulations – Install and operate wireless telecommunication antennas attached to an existing 100' tower, plus cables, cable tray and an equipment shelter at the base of the tower in a Residence A District. WITHDRAWN WITHOUT PREJUDICE

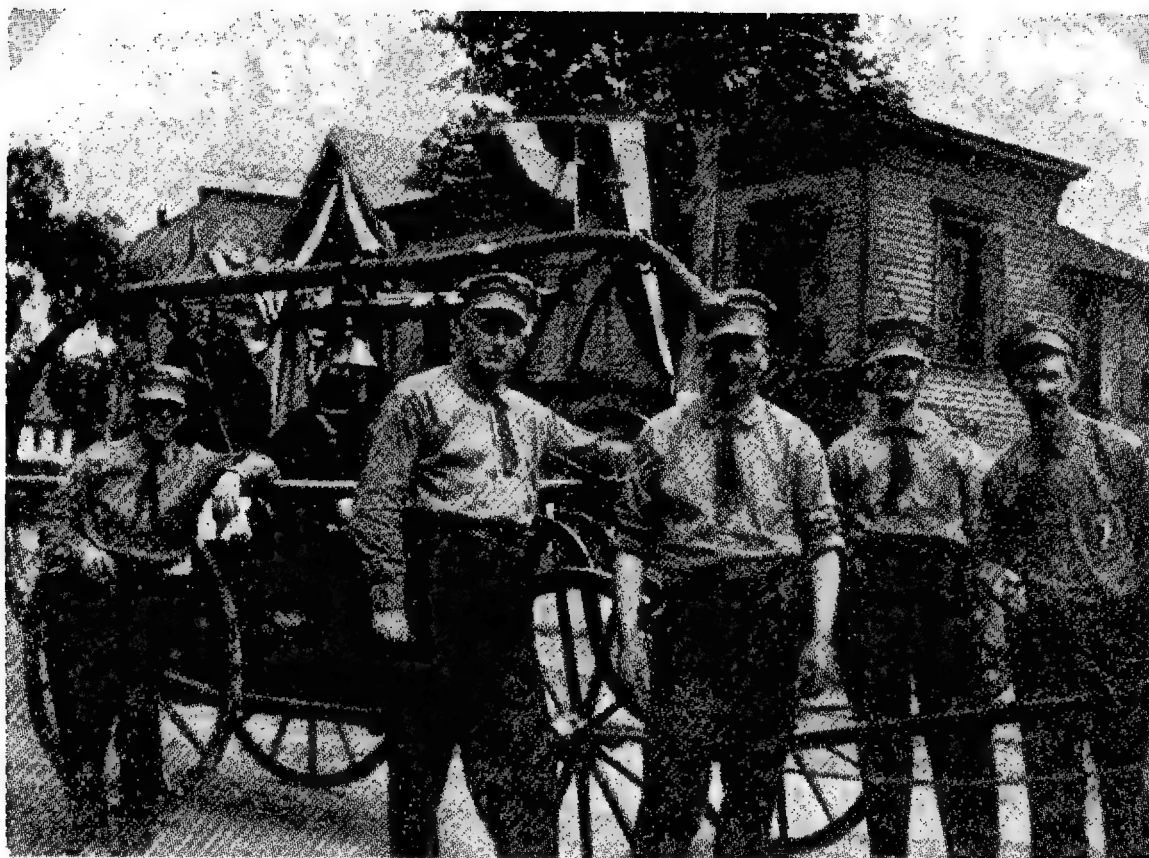
- 04/08 AT & T Wireless PCS, Inc., 101 Breakneck Hill Road (21-1) – Special Permit from Article V, Section 174-19, Nonconforming Uses & Structures, Article III, Section 174-9, Paragraph E, Nonconforming Uses, Lots and Structures, Section 174-8.2, Paragraph B(2), Use Regulations, Section 174-9, Special permit Requirements, Section 174-8.11, Paragraph D, Use Regulations and Section 174-10, Site Plan Approval and Variance from Article III, Section 174-8.11, Paragraph B, Section 174-6 and Section 174-8.2, Paragraph C, Use Regulations, Article VI, Section 174-25, Paragraph A(3), Variances, Article III, Section 174-8.11, Paragraph D(3)(4)(5) and Section 174-8.2, Paragraph D(4), Use Regulations – Replace an existing 100' communications tower and appurtenances with a 150' freestanding lattice tower and appurtenances and install and operate wireless telecommunication antennas attached to it, plus cables, cable tray and an equipment shelter at the base of the tower in a Residence A District. AMENDED TO A 125' FREESTANDING "FLAGPOLE" STYLE MONOPOLE. GRANTED WITH CONDITIONS
- 04/08 Wedgewood Realty Trust, 1,3,5,7,8,9,11,13,17 Wildwood Drive (7-29,30,31,32,83,33,34,35,36), 1,2,3 Aspenwood Lane (7-37,39,38), 34,36,38,40 Southwood Drive (6-19,20,21,22) – Modification to a Special Permit to construct multifamily housing for the elderly in a Residence B District from Article III, Section 174-9, Paragraph H, Multifamily Housing for the Elderly. GRANTED
- 04/08 Fisher Road Realty Trust, 74 Fisher Road (81-6) – Special Permit from Article III, Section 174-9, Paragraph H, Multifamily Housing for the Elderly – Construct multifamily housing for the elderly in a Residence A District. WITHDRAWN WITHOUT PREJUDICE
- 04/27 Josephine Gray-Galligan, 58 Main Street (53-15) – Special Permit from Article V, Section 174-19, Nonconforming Uses and Structures – Construct an addition onto a nonconforming dwelling in a Residence A District. GRANTED
- 04/27 Russ Developers, Inc., 19 Richards Road (14-14) – Special Permit from Article III, Section 174-9, Paragraph H, Multifamily Housing for the Elderly – Construct multifamily housing for the elderly in a Residence B District. WITHDRAWN WITHOUT PREJUDICE
- 04/27 Briarwood Development Corporation, Off Valley Road and Rte. 30 (47-7) – Special Permit from Article III, Section 174-9, Paragraph H, Multifamily Housing for the Elderly – Construct multifamily housing for the elderly in a Residence B District. GRANTED WITH CONDITIONS
- 05/13 Nichols Real Estate L.L.C., 2 Joslin Lane (79-4) – Special Permit from Article III, Section 174-8.2, Paragraph B(11), Use Regulations – Permit for a trailer in a Residence A District. GRANTED
- 05/13 Jose F. & Virginia M. Martins, 5 Davis Road (21-32) – Special Permit from Article III, Section 174-8.2, Paragraph B (12), Use Regulations and Variance from Article III, Section 174-8.2, Paragraph D(3)(b), Use Regulations – Construct a detached two-car garage lacking the required rear setback in a Residence A District. GRANTED WITH CONDITIONS
- 05/13 Ingersoll-Rand Company, 300 Turnpike Road (26-7) – Special Permit from Article V, Section 174-19, Nonconforming Uses and Structures and Variance from Article III, Section 174-8.6, Paragraph E(3)(c), Use Regulations – Construct an addition, lacking the required side setback and exceeding maximum height, onto a nonconforming building in an Industrial Park District. GRANTED
- 05/13 John J. Cunneen, 302 Turnpike Road (26-7A) – Special Permit from Article V, Section 174-19, Nonconforming Uses and Structures and Variance from Article III, Section 174-8.6, Paragraph E(3)(a) and E(3)(c), Use Regulations – Construct an addition lacking the required side setback onto nonconforming building lacking front setback in an Industrial Park District. GRANTED

Zoning Board of Appeals (cont.)

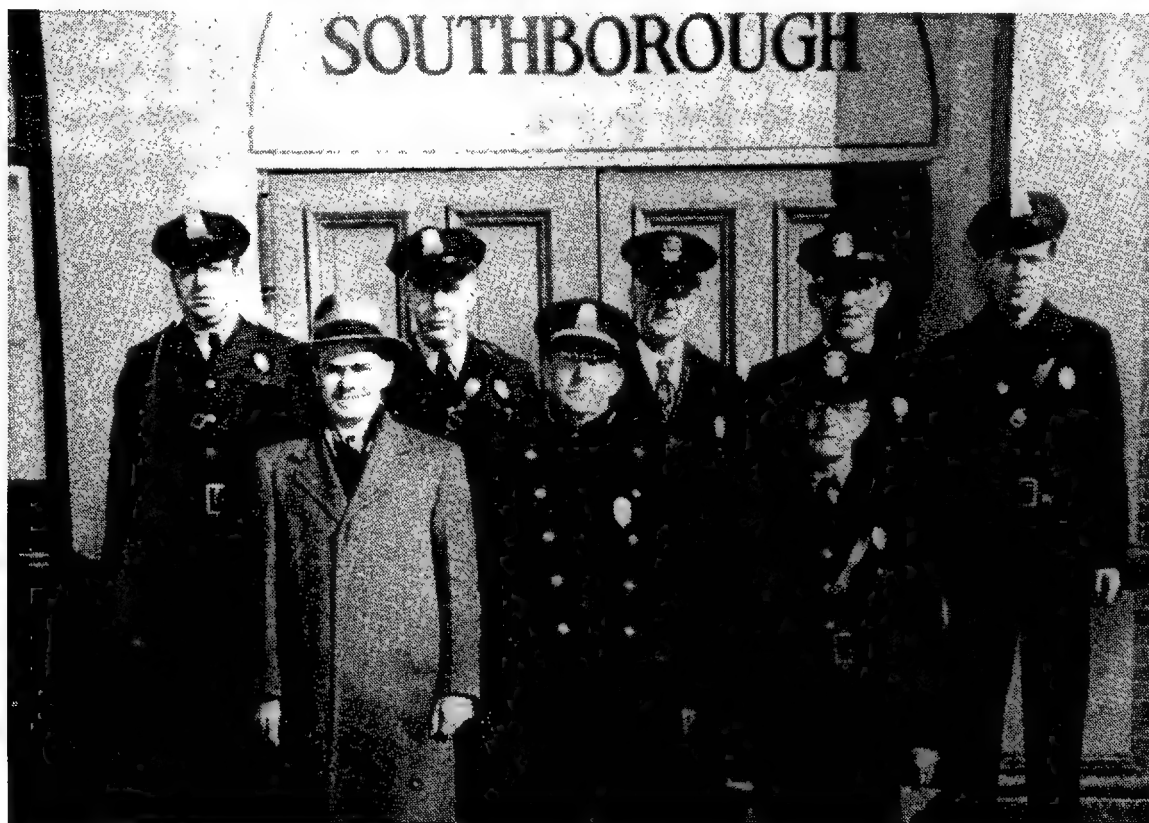
- 06/10 Philip T. & Yvonne Wright, 2 Vale Terrace (4-16) – Special Permit from Article V, Section 174-19, Nonconforming Uses and Structures and Variance from Article III, Section 174-8.3, Paragraph E(3)(a), Use Regulations – Construct an addition onto their nonconforming dwelling lacking the required front setback in a Residence B District (old Residence C District). GRANTED
- 06/10 200 Tech Realty Trust, 153 Northboro Road (70-5) – Special Permit and Variance from Article III, Section 174-11, Paragraph C(1) and Paragraph D, Signs – Additional sign exceeding the allowable square footage in an Industrial Park District. GRANTED WITH CONDITIONS
- 06/10 Cellco Partnership dba Bell Atlantic Mobile and Commonwealth Gas Company, 157 Cordaville Road (28-21) – Special Permit from Article III, Section 174-8.11, Paragraph D, Use Regulations and Variance from Article III, Section 174-8.11, Paragraph D(4), Use Regulations – Replace an existing 122' monopole with a 140' monopole and appurtenant wireless services facility in an Industrial Park District/Wireless Communication Service District. GRANTED
- 06/29 Patrick Brazeau, 2 Valade Court (2-50) – Special Permit from Article V, Section 174-19, Nonconforming Uses and Structures – Construct an addition onto dwelling on a nonconforming lot in a Residence B District. GRANTED
- 06/29 Paul S. & Rosemary G. Tierney, 8 Central Street (47-15) – Special Permit from Article V, Section 174-19, Nonconforming Uses and Structures and Variance from Article III, Section 174-8.3, Paragraph E (3)(a), Use Regulations – Construct an addition onto their dwelling on a nonconforming lot lacking front setback in a Residence B District (old Residence C District). GRANTED
- 06/29 Robert M. Iguanti, 27 Edgewood Road (16-36 & 39) – Special Permit from Article III, Section 174-8.2, Paragraph B(12), Use Regulations – Construct a detached three-car garage in a Residence A District. GRANTED WITH CONDITIONS
- 06/29 Wend Management, Inc., 359 Turnpike Road (25-12) – Special Permit from Article III, Section 174-11, Paragraph D, Signs and Variance from Article III, Section 174-11, Paragraph A, Accessory Signs – Additional sign to be located not on the premises in an Industrial District. GRANTED WITH CONDITIONS
- 08/05 Anthony H. Miller, 176 Southville Road (2-48) – Special Permit from Article V, Section 174-19, Nonconforming Uses and Structures and Variance from Article III, Section 174-8.3, Paragraph D(2) & D(3)(b), Use Regulations – Construct an addition onto his nonconforming dwelling lacking rear setback in a Residence B District. GRANTED
- 08/05 Kirk & Sharon B. Westphal, 79 Marlboro Road (75-5) – Special Permit from Article III, Section 174-8.2, Paragraph B(5), Use Regulations – Construct an addition onto their dwelling to be used as additional veterinary clinic space and residential deck area in a Residence B District. GRANTED WITH CONDITIONS
- 08/05 AT&T Wireless PCS, Inc., 17 Common Street (54-4) – Special Permit from Article III, Section 174-8.11, Paragraph D, Wireless Communication Service District, with reference to Section 174-9, Special Permit Requirements and Section 174-10, Site Plan Approval and Article V, Section 174-19 and Section 174-9, Paragraph E, Nonconforming Uses, Lots and Structures and Variance from Article III, Section 174-8.11, Paragraph D(3)(4)(5), Wireless Communication Service District, Section 174-6 and Section 174-8.2, Paragraph D(4), Use Regulations and Section 174-25, Paragraph A(3), Variances – Replace an existing flagpole and install a new 100' – 110' flagpole containing wireless telecommunication antennas, plus cables and an equipment room located in the basement of the Town House. GRANTED WITH CONDITIONS
- 08/05 Appeal of Planning Board's Decision dated June 21, 1999 on Property located at 9 Main Street (54-39) – Petitioner, Christeen Rohwer, Four Rohwers, Inc. dba Kidsborough appeals the Planning Board's decision from Article VI, Section 174-25, Paragraph A(1), Appeals, with reference to Article III, Section 174-13, Paragraph A, Landscaping. GRANTED

Zoning Board of Appeals (cont.)

- 09/23 Brendon Homes, Inc., 74 Fisher Road (81-6) – Special Permit from Article III, Section 174-8.2, Paragraph B(11), Use Regulations – Permit for a construction trailer in a Residence A District. **GRANTED**
- 09/23 Cellco Partnership dba Bell Atlantic Mobile, Coslin Drive (25-4A) – Special Permit from Article III, Section 174-9, Paragraph E, Special Permit Requirements and Article V, Section 174-19, Nonconforming Uses and Structures – Install telecommunications antennas on a pre-existing, nonconforming tower, to remove certain telecommunications antennas and to install an emergency generator on an existing concrete pad at the base of the tower in an Industrial Park District/Wireless Communication Service District. **GRANTED**
- 11/04 Diane M. Aselbekian, 133 Woodland Road (15-2) – Special Permit from Article V, Section 174-19, Nonconforming Uses and Structures and Variance from Article III, Section 174-8.3, Paragraphs D(3)(a) and D(3)(d), Use Regulations – Construct a front porch and two additions, lacking front and other street setbacks, onto her nonconforming dwelling and lot in a Residence B District. **GRANTED**
- 11/04 Richard J. Maley, 11 Winchester Street (55-61) – Special Permit from Article V, Section 174-19, Nonconforming Uses and Structures and Variance from Article III, Section 174-8.3, Paragraph D(3)(c), Use Regulations – Construct a garage, lacking the required side setback, onto his nonconforming dwelling in a Residence B District. **GRANTED WITH CONDITIONS**
- 11/04 James A. McCaw, 6 Stub Toe Lane (36-8) – Special Permit from Article V, Section 174-19, Nonconforming Uses and Structures and Variance from Article III, Section 174-8.3, Paragraph D(3)(c), Use Regulations – Construct an addition, lacking the required side setback, onto his existing dwelling on a nonconforming lot in a Residence B District. **GRANTED WITH CONDITIONS**
- 11/04 PageNet, Inc., Coslin Drive (25-4A) – Special Permit from Article III, Section 174-9, Paragraph E, Special Permit Requirements and Article V, Section 174-19, Nonconforming Uses and Structures – Attach two, 8', 1 3/4" whip antennas onto a pre-existing, nonconforming tower in an Industrial Park District/Wireless Communication Service District. **GRANTED**
- 11/04 Appeal of Building Inspector's Decision dated August 30, 1999 on property located at 9 Main Street (54-39) – Petitioner, Susan Dennison, appeals the Building Inspector's decision from Article VI, Section 174-25, Paragraph A(1), Appeals and Article III, Section 174-10, Paragraph D(1)(d), Site Plan Approval - **DENIED**



1910 FIREMEN AND HAND TUB



1948 SOUTHBOROUGH POLICE DEPARTMENT

ANIMAL CONTROL OFFICER AND ANIMAL INSPECTOR

July 1, 1999 – December 31, 1999

TOTAL DOGS LICENSED 948

TOTAL KENNEL LICENSES 6

TOTAL ANIMAL CALLS

157 Dogs – Complaints/Missing/Found/Injured
51 Cats – Missing/Found/Injured
93 Wildlife/Miscellaneous Animals – Birds/Snakes/Mink/Coyote/Bats/Fox/Squirrel/Owl/Woodchucks/Deer/Horses
Turtles/Parrot/Parakeet/Possum/Pigeons
57 Miscellaneous – License/Leash Law/Unknown Animal/Smell/Hangouts/Town Offices/Rabies
65 Dead Animals – Other than dogs
7 Dead Dogs
3 Dead Deer
3 Cat Bites
6 Dog Bites

TOTAL DOGS PICKED UP 13

5 Dogs Reclaimed
7 Dogs Unclaimed
1 Dog Euthenised

SEALER OF WEIGHTS & MEASURES

The following types of measuring devices used in the sale and services of consumer goods were tested and sealed, indicating that the devices are within the allowed tolerances of Federal and State Division of Standards.

WORK COMPLETED IN 1999

Scales:	9 Scales and Balances	Sealed
Weights:	15 Metric	Sealed
	15 Apothecary	Sealed
Automatic Liquid Measuring Devices	73 Fuel Pumps	Sealed
Fees turned over to the Town Treasurer		\$986

BOARD OF HEALTH

The Board of Health conducted 23 Regular Meetings and 2 Special Meetings. The Board's regular meetings are usually held on the 2nd and 4th Tuesday of each month at 1:00 p.m.

During 1999, the Board and its staff spent the vast majority of its time and effort regulating private and a few public on-site subsurface sewage disposal systems. These systems are administered and enforced through the State Title 5 Code. The public is reminded to call the Board of Health office if they have any questions regarding the operation, maintenance and care of their septic system. Subsurface sewage disposal systems built under the "new" Title 5 code should last a very long time IF they are properly maintained. Septic tanks should be pumped every two to five years. Broken components should be fixed immediately. Everyone is reminded that **garbage disposal grinders are banned throughout the Town of Southborough.** If new residents buy a pre-lived-in home and find a garbage disposal unit under the sink, they should have it removed. Continued use of a garbage disposal is the surest way to prematurely cause failure of a septic system.

Several large subsurface sewage disposal systems were installed in 1999. Several, such as at the Fay School and the Margaret Neary Public Elementary School were replacement systems. Each was the new pressure dose distribution system with "enhanced treatment" processes. A BioClere was installed at Fay and a FAST system at Neary. Several other large systems were completed for office buildings. Also, the Southborough Meadows Condominium "shared" sewage disposal system was completed in 1999 and is fully operational. The Board now requires all large systems or systems having an enhanced treatment process to submit regular operation and maintenance reports to the Board of Health office.

Septic System Inspections: These are inspections conducted by private licensed state inspectors for all properties that are being transferred, buildings changing their use or functions, homeowners seeking loans to replace failing septic systems and a few other cases.

	1996	1997	1998	1999
TOTAL TITLE 5 CODE INSPECTIONS	106	107	138	101
NUMBER OF "FAILED" SEPTIC SYSTEMS	15 (14%)	19 (18%)	5 (4%)	8 (8%)
NUMBER OF "CONDITIONAL" PASS	9	10	16	7
NUMBER OF INSPECTIONS WHICH PASSED	81	78	117	86
NUMBER OF SYSTEMS REQ. FURTHER EVALUATION BY BOARD OF HEALTH AGENT	1	0	2	0

Blood Drive: Thanks to the tremendous efforts of Board Member Suzanne H. Traini, a very successful blood drive was conducted on Friday, February 25, 1999 at the Southborough Central Fire Station. Suzanne almost single handedly organized and recruited over 80 individuals to give one pint of valuable and much needed blood. The Board plans to sponsor another drive in 2000. Thanks are also due to all who gave blood. Your generosity is much appreciated by, not only the Red Cross, but the ultimate recipients of the blood. Keep the Drive going.

Household Hazardous Waste Collection: The Board of Health had another very successful Household Hazardous Waste Collection Day on Saturday, October 2, 1999 at the DPW Garage and Transfer Station. Advanced Environmental Technical Services (A.E.T.S.) from Marlborough handled the waste collection and proper disposal. The Board makes every effort to insure that the hours of operation and the materials which we are allowed to collect are well publicized. However, many people continue to bring items which we can not take, and a few show up with a trunk load of stuff after we have closed the operation down. These individuals must return home with the same material they came to get rid of. We would like to remind people to read the bulletin or call our office at 481-3013 if you have questions.

Flu Clinic: The Board of Health, with the assistance of the Interim Health Care and several able volunteers, vaccinated 391 mostly elderly adults for protection against influenza and administered 26 pneumococcus shots against pneumonia.

Tobacco Control Program: The Rt. 9 East Tobacco Control Program will be entering its 5th year in the Town of Southborough. Thanks to the assistance of Mark LaVertue and Denise Phaneuf, the Southborough Board of Health has been able to successfully meet, and in many cases exceed, its 1999 goals.

Board of Health (cont.)

The programs three basic goals for 1999 were as follows:

1. To provide free smoking cessation services and referrals for community residents and businesses.
2. To provide educational training, materials, and lectures on tobacco use prevention.
3. To assist the local Board of Health in development, implementation, and enforcement of local tobacco control regulations.

Rabies Clinic: The Board of Health sponsored another Rabies Clinic with Dr. Ovid Fraser, D.V.M. and his staff. Forty (40) cats and dogs were vaccinated against rabies (20 cats & 20 dogs). Although rabid raccoons and other rabid wild animal sightings are continuing to decline, Southborough did have two (2) confirmed cases of rabid skunks. Therefore, citizens of Southborough are not only encouraged, but also obligated by law, to have their dogs and cats vaccinated against rabies.

Hepatitis B Shots for 6th Grade Students: The Board continues to procure enough Hepatitis B Shots for all 6th grade students who want them. So far, over 95% of all 6th graders have elected to be vaccinated against this increasing disease. The school nurse and a few volunteers administer the shots.

Landfill Committee: Both the Chairman of the Board of Health, Phil Mauch, and the Board's full-time Agent, Paul C. Pisinski, continue to participate in the Parkerville Road Landfill Committee and have attended all meetings. We are pleased to report that the contractor for the landfill, Essex Excavation, has completed approximately 95% of the landfill capping. The town's consultant, S E A Engineering Consultants, has done an excellent job supervising construction and reporting regularly on the status and changes needed to the original contract. The landfill-capping project is somewhat ahead of schedule due to the excellent weather we had in 1999. Work is expected to start up again, for completion of the project, in the spring of 2000.

ACTIVITY

1. Licenses Issued	1999
Day Camp -----	1
Food Establishments -----	47
Funeral Directors -----	1
Septic Hauler's -----	14
Septic Installer's -----	39
Septic Installer's 2000+ GPD -----	5
Massage Establishment's -----	6
Massage Practitioner's -----	9
Massage Polarity -----	1
Semi Public Pool's -----	2
TOTAL LICENSES ISSUED	125

2. Permits Issued

On-Site Sewerage Treatment & Disposal Systems:

* Residential:

New Sewerage System Plans -----	76
Updated Sewerage System Plans -----	0
Revision to Approved Plans -----	17
Condominium Complex -----	0
Complete Replacement Sewerage System Plans -----	30
Total Residential Plans -----	123
Variances -----	0
Local Upgrade Waiver-----	7

* Non-Residential:

New Sewerage System Plans -----	3
Expansion to Existing System -----	1
Non-Hazardous Holding Tank-----	0

Board of Health (cont.)

Complete replacements Sewerage System Plans -----	5
Updated Sewerage System Plans-----	2
Total Non-Residential Plans -----	11
Variances -----	1
* Other permits:	1999
Horse Stable Permits -----	2
Well Water Permits -----	12
Total Other Permits -----	14
 3. <u>Soil Testing Witnessed by Agent</u>	
* Deep-Hole Tests -----	379
* Percolation Tests -----	384
Total Soil Tests Witnessed by Agent -----	763
 4. <u>Board of Health Monitor Wells</u>	
Readings to determine Ground Water Fluctuations -----	86
 5. <u>Total Septic System Installation Inspections by Agent</u> -----	379
 6. <u>Total Housing Complaints Received</u> -----	4
 7. <u>Total Housing Inspections</u> -----	0
 8. <u>Food Establishment Inspections</u> -----	98
 9. <u>Proposed Residential Alterations Requiring Review</u> -----	38
These include building alterations, decks, pools, garages, and other structures which could interfere with the existing Septic system.	

Amount of money received by Board of Health in fees

Licenses and permits. ----- **\$67,704.00**

The amount collected in fees, licenses and permits represents the
following percent for the Total Amount Budgeted that Year ----- 73%

Interim Health Care, Inc.: The Board retained the services of Interim Health Care. This Nursing Service assisted the Board in administering the influenza and pneumococcus vaccines at the Annual Flu Clinic and handled all epidemiologic follow-up reports of infectious disease patients in town to the State Department of Public Health.

Septic System Informational Meeting: The Board of Health held a "Septic System Informational Meeting" for the general public on the evening of September 30, 1999. Over 40 interested residents attended the meeting. Northbridge Environmental Management Co. led the discussion by presenting basic information about what a septic system is, how it functions and how to maintain it. During the question and answer period, the audience asked many interesting questions. The information meeting was also video taped for later play back over the cable TV. Due to the success of this meeting, the Board will probably run this session every 3 to 4 years.

Septic System Betterment Loan Program: The town was awarded \$500,000 from the Massachusetts Water Pollution Abatement Trust. This money can be loaned out to residents of Southborough owning residential property which has a failing septic system and meets certain other established environmental criteria. The Board held an information meeting for the general public on November 3, 1999. At this meeting the Board and its consultant, Northbridge Environmental Management Co., fully explained the process of applying for the loan and handed out literature and applications. If anyone has a failing on-lot system and is interested in applying for a 5% interest loan, which can be paid back over a 20 year period of time, they should contact the Board of Health office, Monday through Friday between the hours of 8:30 a.m. and 3:00 p.m.

FIRE DEPARTMENT

ACTIVITY

- Emergency responses and all other activities we participate in increased by 12% over 1998. Emergency medical services represent 50% of our total responses with a large percentage of the calls requiring advanced emergency medical procedures. Losses due to fires were very low by our normal standards. This is attributable to rapid fire suppression response, increased fire prevention training and your diligence in maintaining fire safe homes. With the continuation of the building boom in Southborough and the area in general, we are experiencing a rapid increase in simultaneous calls. That is, more than one call at the same time. Through the years this occurred five to ten times in a year. This year we are averaging over 30 concurrent calls a month. This leaves the town without Firefighter/EMTs in the stations for almost 50 hours a month. In other words, we can deal with the routine single and occupational multiple calls with the 3 people on duty but we are leaving the town unprotected as we get over taxed by this situation. This factor, coupled with the high cost of Southborough housing, has created a situation where a large percentage of our force now live outside the town (55% of our members live in other towns) subsequently delaying their response time and reducing the number of calls to which they respond.
- The ATM did approve a budget adding two new FF/EMTs to the FY 2000 budget and these positions have been filled. The Selectmen advised the Town Meeting that a consultant should be hired to look at the staffing and facilities needs of both public safety departments. Starting in January of 2000 this study will begin.
- We have worked with the Public Safety Study Committee during the hiring process and we are providing background information to the consultants.
- The Department continues to work with the contractors and the MWRA in conjunction with the construction of the MetroWest tunnel in the areas of fire protection, fire prevention systems and tunnel rescue. To date this operation has proceeded very well with little demand on this department.
- For the second year, the department worked with the Framingham Chapter of the Salvation Army to provide toys for families in need during the holiday season. The people of Southborough were very generous in contributing hundreds of toys to this effort.

STAFFING

- Permanent Firefighter/EMTs continue to staff two stations 24 hours a day. On July 1 we added three new FF/EMTs to the staff. This was the first increase since 1969. The new staffing provided for three permanent members on duty most of the time.
- Membership in the department has increased from 30 to 31 members.
- Breakdown:
 - 11 Full-time Firefighter/EMTs
 - 1 Full-time Dispatcher/Administrative Secretary
 - 7 Call Firefighter/EMTs
 - 4 Call EMTs
 - 5 Call Firefighters
- New appointments: (Call Firefighters) Stephen K. Morrison and Jason M. Roach.
- New appointments: (Call EMTs) Sean P. Meisenheimer, Brett F. Bechtel, Laura J. Phaneuf and Patricia Taylor.
- Promotions: from Call FF/EMTs to Permanent; Kenneth Franks, Nancy Mabardy and James Peltier. Call FF II Robert Kane to FF I, Call FF II Matthew Boland to FF I.
- Resigned: FF/EMT Gary Longo and FF Victor G. Robidoux.
- Firefighter/EMT Michael Manzelli completed Paramedic training and was state certified at the paramedic level.

INTERMEDIATE EMT PROGRAM

- The following members of the department are to be commended for the outstanding commitment they have made in order to better serve their community. These men and women spent the better part of 1999 training to become EMT Intermediates. This means they will be in a position to start complex life saving procedures on arrival at a medical emergency. The program is spelled out in the EMS section of this report.
- They are: Cynthia Bechtel, Kenneth Franks, Joseph Hubley, Robert Kane, John Kendall, Nancy Mabardy, James Peltier, Peter J. Phaneuf, Jason M. Roach and Marc Vaillette. These EMTs have spent over 400 hours each in a very intensive program. It is a contribution that will pay many dividends for years to come. Thank you.

Fire Department (cont.)

FIRE PREVENTION (Capt. John D. Mauro, Jr., Fire Prevention Officer)

- A total of 653 inspections were conducted in 1999. This represents an increase of nearly 11% over 1998. The following is a breakdown of inspections:

1998	1999	
162	165	26F Smoke detector (home resale) inspections
98	173	26B Smoke detector (new home) inspections
89	96	Oil burner inspections
70	86	Propane inspections
6	7	House number reinspections
21	20	School inspections and fire drills
33	31	Annual Town License renewal inspections
90	66	Commercial building inspections
10	6	Tank truck inspections under 527CMR 8.00
5	2	Pre-blast survey determinations
4	1	Underground storage tank removal observations

- The following meetings and training sessions were attended:

1	1	Fire Prevention Association Training/Meeting
11	7	Other training (Arson Investigation, etc.)

- The following programs were presented to the public:

83	80	School Fire Prevention Programs
9	9	Misc. Fire and Safety Programs
7	15	Fire Station tours for groups

- Number of plans reviewed:

151	201	Residential Smoke Detector plans (new construction & renovations)
90	80	Commercial plans (new construction, fire alarm, sprinkler, site plans, etc.)

FIRE PREVENTIONS PROGRAMS PRESENTED

- Working with the staff of the Finn School, a comprehensive fire safety education program was again presented for the students of the kindergarten and first grade. The program utilizes the national Fire Protection Association's *Learn Not To Burn* curriculum, which is taught in modules using a positive, nonfrightening approach to fire prevention and safety.
- Other school programs were taught in the Neary School, The Southborough Preschools and at the New England Center for Children.
- Baby Sitter Fire and Safety course at the Library.
- Town House Fire and Safety Program.
- Protecting Your Business from Fire to the Southborough Business Association.
- Fire Safety to the residents of the Bridge of Central Massachusetts.
- Fire and Life Safety to the entire staff of the New England Center for Children.

STUDENT AWARENESS OF FIRE SAFETY (S.A.F.E.) GRANT

- An application for a grant to fund the Finn School fire safety programs was made to the Commonwealth. The town was awarded \$3,115.21 for fire prevention programs. This grant will be used to offset the cost for personnel and supplies.

FIRE STATION OPEN HOUSE

- On Sunday, October 10 the Fire Department, in conjunction with the Marlborough Papa Gino's Restaurant, conducted a fire station open house at Fire Headquarters. The open house was attended by an estimated 420 residents. There were activities for the children, tours and demonstrations and fire truck rides (provided by Fire Chief Peter Phaneuf and his antique fire truck). A special "smoke demonstration" trailer was constructed by members of the department to show how rapidly a room can be engulfed in deadly smoke. Papa Gino's Restaurants provided pizza and various fire safety materials. A special thank you goes out to Papa Gino's Manager Daniel Finneron for all of the assistance that he and his staff provided, as well as to the members of the Fire Department who volunteered and made the event a success.

Fire Department (cont.)

TRAINING EDUCATION

I attended the following training and educational programs:

- 40 hour Fire and Arson Investigation at the Massachusetts Firefighting Academy with Patrolman Scott Henderson of the Southborough Police Department
- Investigating Car Fires sponsored by the Central Massachusetts Fire Investigators.

PLAN REVIEWS/INSPECTIONS

- Reviewing plans, conducting inspections and educating the public in fire and safety is an essential in reducing deaths, injuries and fire losses. The Southborough Fire Department reviews all new construction, renovation and site plans, both for residential and commercial properties, to ensure a safe environment and compliance with fire and life safety codes. Two hundred eighty-one sets of plans were reviewed in 1999.

EMERGENCY MEDICAL SERVICES (Lt. John L. Kendall, Director of EMS)

- The EMTs within the department continued with all required training. We also saw Article 23 of the 1996 Annual Town Meeting come to fruition. As no vendor was able to meet the terms or conditions that this department set for EMT Intermediate training, EMS Regions 4 and 3 were able to arrange the resources and staff to provide a comprehensive training program. The program consisted of classroom, in-hospital and field supervised training. Hospital and field consisted of working under the supervision of physicians, nurses and paramedics. Great emphasis was placed on the ability to thoroughly assess a patient and provide advanced care which included intravenous fluid therapy and endotracheal intubation. All students enrolled are awaiting state testing in January of 2000 with a projected start up of ALS level service in early spring.
- I would like to thank Chief Peter Phaneuf for his persistence in getting this program up and running to better serve the citizens of Southborough. I would also like to thank Dr. Taryn Kennedy, our medical director of UMass/Marlborough Hospital, Dr. Mark Restuccia of UMass Medical Center/EMS, Scott Kasper and Matt Supernor of Region 4 and Marianne Bitner of Region 3 for sticking their necks out on this project.
- Equipment Replacement – The defibrillators owned by the department have come to the end of their useful service lives. One new defibrillator is in the process of being purchased and funding is being investigated for replacing the second. There are several citizens of the town as well as non-citizens who can personally attest to the life saving capabilities of these machines. Early CPR and early defibrillation does in fact save lives.
- Finally, under Article 50 of the 1998 Annual Town Meeting, the new ambulance arrived in June. This vehicle, built by Road Rescue, is state of the art. Its larger size allows for greater payloads and provides more room to provide patient care. It was designed with advanced life support in mind and provides compartmentation not only for standard equipment, but has ample lockable storage for ALS equipment and supplies.

TRAINING (Capt. David J. Dockstader, Training Officer)

- The Fire Department conducted drills on the following subjects in 1999: commercial site tours, self contained breathing apparatus drills, instruction and practice in the use of large diameter hose, training in specialized search procedures, ladder pipe operation drills, ground ladder drills, sexual harassment training, open water rescue instruction, training in the use of personnel protective equipment and Mayday procedures. Assisting Capt. Dockstader with training was: Capt. John Mauro, Jr., Lt. James Colleary, FF Kenneth Franks, FF Peter J. Phaneuf, Vincent Russell from Boston Fire Department, David Houghton & Jack Peltier from the Massachusetts Firefighting Academy and Dan Melchner from "Rescue Alive".
- Lt. John Kendall, FF Peter Phaneuf and FF James Peltier implemented the use of 4" hose for the Fire Department. We took drilling on the 4" hose seriously. Using 4" hose we can double the water flow from the hydrant to the fire with half the amount of hose in the street and flow over longer distances. Training involved learning how to use new appliances, tools and new safety procedures.
- FF Steve Morrison completed the Regional Firefighter Recruit Training course. Capt. Dockstader worked on the Regional Training Committee as a board member and an instructor. Capt. Mauro completed a 40 hour course in Fire and Arson Investigation. FF Nancy Mabardy completed a 40 hour class for the Public and Life Safety Educator. Lt. John Kendall was certified Fire Officer I and II and completed a 36 hour course in Instructor Methodology. Capt. Dockstader received his Live Burn Qualification, Draeger Maze Qualification and completed LPG Emergency Response Training with Amoco Oil Company. FF Anthony Alessi qualified to work 24 hour shifts. FF Matthew Boland was promoted to Firefighter I and qualified to drive three engines. FF Neal Aspesi attend a Fire and Arson Investigation Seminar. A committee started working on revising the Fire Department SOPs.

Fire Department (cont.)

- First Aid and CPR courses were conducted by: FF Anthony Alessi, EMT Cynthia Bechtel, Capt. David Dockstader, Lt. John Kendall, Lt. Kevin Moran, FF Nancy Mabardy, FF Michael Manzelli, FF Sean Meisenheimer. The Fire Department conducted First Responder training for the Police Department. Monthly Pediatric CPR classes continued.

CAPTIAL IMPROVEMENTS

- The 1998 ATM funded the purchase of a new engine for the department. A committee consisting of Captain John D. Mauro, Jr., Lt. John L. Kendall, Lt. Joseph C. Mauro and FF James Peltier created specifications, went out to bid and contracted for the construction of a new engine to be delivered in October of 2000.
- With the approval of a subdivision outside the town's water district, the Planning Board obtained a donation from Jose Martins, President of KEPA Homes, for the purchase of over 5,000 feet of large diameter fire hose and the fitting necessary to use it. This donation allowed us to convert our three engines over to this more effective and more efficient hose system. We are very grateful for this generous donation.

I would like to take this opportunity to thank all the members and supporters of the Fire Department for the selfless donations they make of their time, talents and contributions to protect our well-being.

POLICE DEPARTMENT

1999 brought about personnel changes for the Police Department. Bob Durran with over 30 years of service retired in November, and Dale Sawvelle, with 7 years, retired in August. We wish them a healthy and enjoyable future. A new communication officer, Kenneth Fitzgerald, was hired in August.

We were awarded a DARE grant, and a Community Policing Grant which allowed the officers to continue with some programs, and to add new ones during the year. Our first junior police academy was held in June. Ten middle-school-aged children completed the arduous week-long academy. We hope to sponsor another one in June 2000. Additionally the Department leased its first-ever Harley Davidson motorcycle which was used for traffic enforcement, special events, and patrols. One officer was certified as a child safety-seat inspector and conducted numerous checks for motorists. Anyone who has a concern about their child car seat, or needs help in having it properly installed, can contact Officer Kevin Landry. All personnel received training in various law enforcement subjects during the year. Some officers pursued their college degrees during 1999.

The Explorer Post 53 for teenagers from Southborough and surrounding communities was successful and active. They will be attending the National Explorer Conference in the Summer of 2000.

Traffic enforcement continues to be a major role of the officers when on patrol. Extra shifts were also made possible through the state grant received.

Our calls for response to burglar alarms is ever increasing. This year we answered over 1,000 false burglar alarms, both residentially and at commercial locations. In order to reduce these false calls, we ask all residents and business owners to please have your system checked annually and to review alarm procedures with relatives, friends, employees, and any other person who may have occasion to be on your premises.

We also became involved in several internet investigations during this past year. All cases were solved, through hard work and with some luck. However, the internet and computer-related crimes are on the rise across the nation. It is strongly recommended that you do everything possible to protect your privacy; and parents should spend time talking with, and educating, their children about the dangers of the internet.

The Year 2000 scare came and went without any major problems. One of our employees was chosen as the Y2K coordinator for the Town, and worked very closely with representatives of each Town Department as well as Mass. Emergency Management to ensure that all critical systems were operational and ready.

And lastly, we would like to thank all the residents, visitors and business population for their support.

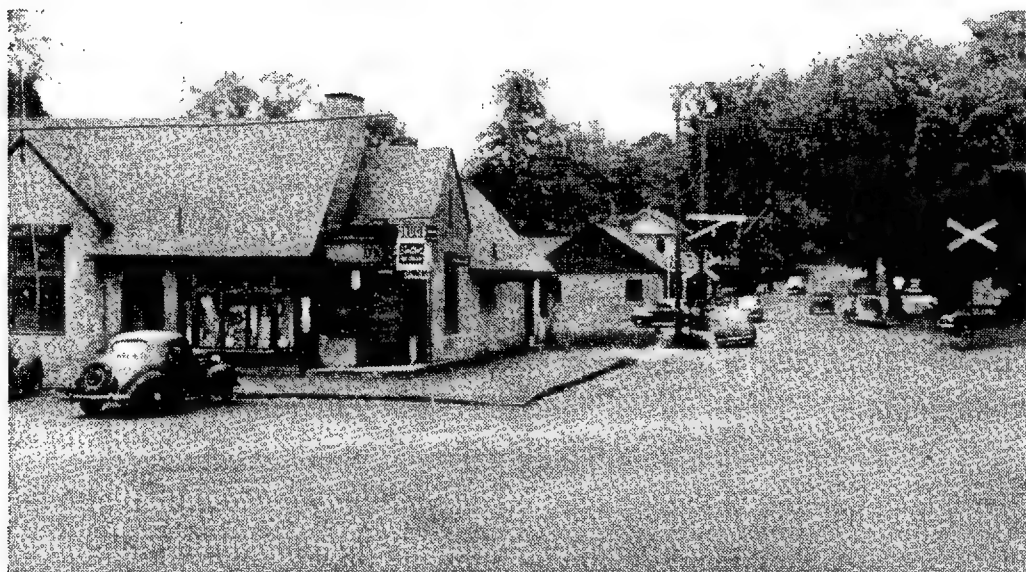
Please check out our web page: www.southboroughpd.com

ANNUAL REPORT – 1999

ANIMAL COMPLAINTS	166	LARCENY	62
ARRESTS	54	LIQUOR LAW VIOLATIONS	0
ASSAULTS	7	MISSING PERSONS REPORTED	24
ASSIST CITIZENS/MOTORISTS	1285	MOTOR VEHICLE ACCIDENTS	388
ASSIST OTHER AGENCIES	1074	MOTOR VEHICLE THEFTS	2
BUILDING CHECKS	4015	MOTOR VEHICLE VIOLATIONS	3442
BURGLAR ALARMS	1018	PROTECTIVE CUSTODY	21
BURGLARY/B & E ATTEMPTS	17	ROBBERY	1
BUSINESS/OTHER ESCORTS	47	SEX CRIMES	2
CIVIL COMPLAINTS	7	STOLEN VEHICLES RECOVERED	2
DISTURBANCES/ANNOYING PHONE CALLS	78	SUMMONS DELIVERED	109
DRUG LAW VIOLATIONS	2	SUSPICIOUS ACTIVITY	445
GENERAL SERVICES	554	VANDALISM	85



POST OFFICE AND MASONIC BUILDING



MAIN STREET

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PRECINCT I
ELECTION OFFICERS 1999/2000
(appointed)

Gail B. Rowe, **Warden**
Lidia A. Kiley, **Deputy Warden**

INSPECTORS:

Alphonsina A. Torcoletti
Vernelle L. Cibelli
Theresa M. Prosperi
Jill L. Brennan
Carolyn A. Ostresh
Arthur R. Miner
Eleanor E. MacLauchlan

TELLERS:

Ruth M. Anketell
Jacqueline G. Aspesi
Marilyn M. Aspesi
Patricia A. Aspinwall
Kathleen B. Bartolini
Katherine I. Best
Carol A. Carlson
Sheila M. F. Clark
Marianne J. Geary
Alice D. Gulbankian
Anne M. Huff
Marie A. Kensinger
Kathleen Lane

Janet M. E. Mattioli, **Clerk**
Mary A. McCann, **Deputy Clerk**

INSPECTORS:

Fred J. Quinn
Lena A. Carloni
Lorraine C. Gasparoni
Elizabeth Hagopian
Caroline Pessini
Irene Burkis Tibert
Alma Sahagian
Sahag Sahagian

TELLERS:

Ann McDonald
Nicholas Petersante
Rosemary Petersante
June B. Phillipio
Elizabeth A. Vail
Karen A. White
Sharon A. Zaniboni
Barbara A. Murphy

PRECINCT II
ELECTION OFFICERS 1999/2000
(appointed)

Maxine Juliano, **Warden**
Patricia Richardson, **Deputy Warden**

INSPECTORS:

Jean Scott Conti
Donna L. McDaniel
Catherine D. Alsterlund
Carmen M. Colyer
Janice L. Sturgeon

Gloria M. Aspesi, **Clerk**
Marguerite R. Aspesi, **Deputy Clerk**

INSPECTORS:

Bonnie J. Phaneuf
James B. Denman
Lois W. Denman
Nancy F. Gill
Josephine D. Laptewicz
Joan A. Barry

TELLERS:

Janet S. Denapoli
Maureen T. Ferris
Alice Brenda Gaffney
Kathryn M. Henderson
Linda C. Hubley
Arlene M. Johnson
Robert P. Juliano
Rae T. Kay
Maryann T. Lamy
Sally A. McHugh
Thomas M. McHugh
Mary E. Matthews

TELLERS:

Cyd C. Ostrovsky
Mary T. Peterson
Mary Purcell
Susan M. Ricci
Ann Sarkis
Paul L. Sullivan
Martha L. Templeman
Carole A. Walsh
Dorothy R. Walsh
Sheila C. Wilson
Elaine A. Yetman
Lorraine M. Caruso
Robert W. Spayne

ANNUAL TOWN MEETING

MONDAY, APRIL 12, 1999

At the Annual Town Meeting duly called and held in the P. Brent Trottier Middle School, Southborough, MA on Monday, April 12, 1999 at 7:00 PM the following ARTICLES were voted on in a legal manner. There was a quorum present (150 Voters = quorum, 227 Voters were present).

Checkers:	June Phillipio	Eleanor MacLauchlan
	Lois Denman	Alice Brenda Gaffney

The Meeting was called to order at 7:50 PM by the Town Moderator, John H. Wilson.

The following Tellers were appointed by Moderator Wilson and sworn-in by Town Clerk, Paul J. Berry:

Joseph B. Kacevich, Jr.
Robert J. Depietri, Jr.
David Gracia
Karen Gadbois

A moment of silence was held in memory of those persons who have served the Town in the past:

George Heeley, Alice Clarycie Deschamps, Maria Sochor, Rose Rodriguez Colley, Mary T. Maguire, Dorothy M. Hoffman, Caesar J. Ghiringhelli

The Colors were presented by Girl Scout Troops 2776 and 2787.

Moderator Wilson had requests from the following non-voters to attend the Annual Town Meeting:

Daniel Cohen, Reporter Worcester Telegram and Gazette
Gene Carlo, Superintendent Director at Assabet Valley High School
John Kustigian, Business Manager at Assabet Valley High School
Shirley Lundberg, Algonquin Building Planning Committee, Chair
Robert Melican, Superintendent Southborough School Department
Paul Pisinski, Southborough Board of Health Agent
Laurie Sugarman-Whittier, Southborough Youth Commission Co-Director

There being no objections from the floor, it was voted to allow the above non-voters to remain.

The boundaries of the Auditorium were outlined by the Moderator to include all of the floor area. The cafeteria was set up for the non-registered (non-voting) public to view Town Meeting from a television with live cable viewing of the Town Meeting.

Moderator Wilson noted the receipt of the return of the posting of the Warrant for the Annual Town Meeting by the Constable.

It was voted Unanimously to waive the reading of the Annual Town Meeting Warrant.

ARTICLE 1: To hear reports of the various Town Officers and Committees and to take such action thereon as the Town may vote.

MOTION MADE: That the Town hear reports of the various Town Officers and Committees.

MOTION: (as stated above) **VOTED UNANIMOUSLY.**

M. Jeanne Sholl, Chairman, Advisory Committee read her report.

VOTED UNANIMOUSLY: To accept the report of M. Jeanne Sholl, Chairman, Advisory Committee as read.

John Butler, Chairman, High School Study Committee read his report.

VOTED UNANIMOUSLY: To accept the report of John Butler, Chairman, High School Study Committee, as read.

Shirley J. Lundberg, Northborough/Southborough Regional School District Committee read her report.

VOTED UNANIMOUSLY: to accept the report of Shirley J. Lundberg, Northborough/Southborough School Building Committee, as read.

Robert J. DePietri, Jr., School Building Committee read his report.

VOTED UNANIMOUSLY: To accept the report of Robert J. DePietri, Jr., Chairman, School Building Committee, as read.

At (8:38 PM) it was Voted Unanimously to temporarily ADJOURN the Annual Town Meeting until the completion of the Special Town Meeting.

SPECIAL TOWN MEETING MONDAY, APRIL 12, 1999

At the Special Town Meeting duly called and held in the P. Brent Trottier Middle School Southborough, MA on Monday, April 12, 1999 at 8:00 PM the following ARTICLES were voted on in a legal manner. There was a quorum present (150 Voters = quorum, 227 Voters were present).

Checkers:	June Phillipo	Eleanor MacLauchlan
	Lois Denman	Alice Brenda Gaffney

The Meeting was called to order at 8:38 PM by the Town Moderator, John H. Wilson.

The following Tellers were appointed by Moderator Wilson and sworn-in by Town Clerk, Paul J. Berry:

Joseph B. Kacevich, Jr.
Robert J. Depietri, Jr.
David Gracia
Karen Gadbois

Moderator Wilson had requests from the following non-voters to attend the Special Town Meeting:

Daniel Cohen, Reporter Worcester Telegram and Gazette
Gene Carlo, Superintendent Director at Assabet Valley High School
John Kustigian, Business Manager at Assabet Valley High School
Shirley Lundberg, Algonquin Building Planning Committee, Chair
Robert Melican, Superintendent Southborough School Department
Paul Pisinski, Southborough Board of Health Agent
Laurie Sugarman-Whittier, Southborough Youth Commission Co-Director

There being no objections from the floor, it was voted to allow the above non-voters to remain.

The boundaries of the Auditorium were outlined by the Moderator to include all of the floor area. The cafeteria was set up for the non-registered (non-voting) public to view Town Meeting from a television with live cable viewing of the Town Meeting.

Moderator Wilson noted the receipt of the return of the posting of the Warrant for the Special Town Meeting by the Constable.

It was voted Unanimously to waive the reading of the Special Town Meeting Warrant.

ARTICLE 1: To see if the Town will vote to amend Code of the Town of Southborough, Article III Advisory Committee [Adopted as Art. VIII of the 1983 Code], Section 9-8. Establishment; membership; residence requirements, by striking the words "and at least four (4) members of this Committee shall reside in each of the voting precincts of the Town." The section shall then read: "There shall be an Advisory Committee, which shall consist of nine (9) voters of the Town, other than town officers or employees.", or do or act anything in relation thereto.

MOTION MADE: That the Town amend Code of the Town of Southborough, Article III Advisory Committee [Adopted as Art. VIII of the 1983 Code], Section 9-8. Establishment; membership; residence requirements, by striking the words "and at least four (4) members of this Committee shall reside in each of the voting precincts of the Town." The section shall then read: "There shall be an Advisory Committee, which shall consist of nine (9) voters of the Town, other than town officers or employees."

AMENDMENT TO MOTION: Any vacancy on the Advisory Board shall be advertised in a paper of local jurisdiction for a period of 90 days. If at the end of that period of time no prospective members of the under represented voting precinct volunteer and are appointed, then the Town Moderator may choose a member from any voting precinct.

PROPOSAL MADE: That Article 1 be laid on the Table and be discussed before Article 7. (2/3 vote required)

PROPOSAL: (as stated above) **VOTED UNANIMOUSLY.**

ARTICLE 2: To see if the Town will vote to reaffirm and amend ATM 1998 Article 43 to raise and appropriate, transfer from available funds and appropriate, or borrow and appropriate, a sum of money for engineering and capital costs for the closure of the Parkerville Road landfill and the development of athletic fields and parking facilities on that site.

MOTION MADE: That the Town reaffirm and amend ATM 1998 Article 43 to borrow and appropriate the sum of \$1,050,000 for engineering and capital costs for the closure of the Parkerville Road landfill and the development of athletic fields and parking facilities on that site. (2/3 vote required)

MOTION: PASSED BY THE FOLLOWING HAND COUNT VOTE: YES: 223 NO: 3.

ARTICLE 3: To see if the Town will vote to raise and appropriate, transfer from available funds and appropriate, or borrow and appropriate, a sum of money to hire a consultant to study the long-term needs for facilities, equipment and staffing for the Public Safety Departments, or do or act anything in relation thereto.

MOTION MADE: That the Town raise and appropriate the sum of \$25,000 to hire a consultant to study the long-term needs for facilities, equipment and staffing for the Public Safety Departments.

MOTION: (as stated above) **PASSED BY MAJORITY VOTE.**

ARTICLE 4: To see if the Town will vote to raise and appropriate, transfer from available funds and appropriate, or borrow and appropriate, a sum of money to purchase 40 Central Street, or do or act anything in relation thereto.

MOTION MADE: That the Town borrow and appropriate the sum of \$229,000 as authorized under Article 2 of the Annual Town Meeting of April 13, 1998 to purchase 40 Central Street. (2/3 vote required)

MOTION: PASSED BY THE FOLLOWING HAND COUNT VOTE: YES: 184 NO: 27.

ARTICLE 5: To see if the Town will vote to purchase properties abutting property of the Southborough Housing Authority owned by McNeil (Assessors Map 55, Lot 81); McNeil, Littlefield & McCarthy (Assessors Map 55, Lot 82); Littlefield (Assessors Map 55, Lot 79A); McNeil, Littlefield & McCarthy (Assessors Map 46, Lot 4), as indicated on plan entitled, "Plan of Land-Boston Road, Southborough, MA" for a total purchase price of \$49,500.00, or do or act anything in relation thereto.

MOTION MADE: That the Town borrow and appropriate the sum of \$49,500 as authorized under Article 2 of Annual Town Meeting of April 13, 1998 to purchase properties abutting property of the Southborough Housing Authority owned by McNeil (Assessors Map 55, Lot 81); McNeil, Littlefield & McCarthy (Assessors Map 55, Lot 82); Littlefield (Assessors Map 55, Lot 79A); McNeil, Littlefield & McCarthy (Assessors Map 46, Lot 4), as indicated on plan entitled, "Plan of Land-Boston Road, Southborough, MA". (2/3 vote required)

MOTION: DEFEATED BY THE FOLLOWING HAND COUNT VOTE: YES: 18 NO: 174.

ARTICLE 6: To see if the Town will vote to raise and appropriate or transfer from any of its available funds and appropriate, a sum of money for the purpose of improving the intersection of St. Marks Road and Marlboro Road to include, but not limited to, installation of stop signs and road directional painting, or do or act anything in relation thereto.

MOTION MADE: That the Town raise and appropriate the sum of \$1,000 for the purpose of improving the intersection of St. Mark's Road and Marlboro Road to include, but not limited to, installation of stop signs and road directional painting.

MOTION: (as stated above) VOTED UNANIMOUSLY.

MOTION MADE: To Take Article 1 off the Table.

MOTION: VOTED UNANIMOUSLY.

ARTICLE 1: To see if the Town will vote to amend Code of the Town of Southborough, Article III Advisory Committee [Adopted as Art. VIII of the 1983 Code], Section 9-8. Establishment; membership; residence requirements, by striking the words "and at least four (4) members of this Committee shall reside in each of the voting precincts of the Town." The section shall then read: "There shall be an Advisory Committee, which shall consist of nine (9) voters of the Town, other than town officers or employees.", or do or act anything in relation thereto.

MOTION MADE: That the Town amend Code of the Town of Southborough, Article III Advisory Committee [Adopted as Art. VIII of the 1983 Code], Section 9-8. Establishment; membership; residence requirements, by striking the words "and at least four (4) members of this Committee shall reside in each of the voting precincts of the Town." The section shall then read: "There shall be an Advisory Committee, which shall consist of nine (9) voters of the Town, other than town officers or employees."

AMENDMENT TO MOTION: Any vacancy on the Advisory Board shall be advertised in a paper of local jurisdiction for a period of 90 days. If at the end of that period of time no prospective members of the under represented voting precinct volunteer and are appointed then the Town Moderator may choose a member from any voting precinct.

AMENDMENT TO MOTION: DEFEATED BY THE FOLLOWING HAND COUNT: YES: 98 NO: 110.

MAIN MOTION: PASSED BY MAJORITY VOTE.

ARTICLE 7: To see if the Town will vote to raise and appropriate or transfer from any of its available funds and appropriate, a sum of money for the posting of stop signs in the Finn School-Mooney field recreation campus including Southville, Woodland, and Woodbury Roads, or do or act anything in relation thereto.

MOTION MADE: That the town raise and appropriate the sum of \$1,000 for the posting of stop signs in the Finn School-Mooney field recreation campus including Southville, Woodland, and Woodbury Roads.

MOTION: (as stated above) VOTED UNANIMOUSLY.

ARTICLE 8: To see if the Town will vote to raise and appropriate or transfer from any of its available funds and appropriate, a sum of money for the final design of sidewalk construction and road reconstruction on Parkerville Road from Main Street to Neary School and Trottier School driveway, or do or act anything in relation thereto.

MOTION MADE: That the Town raise and appropriate the sum of \$42,500 for the final design of sidewalk construction and road reconstruction on Parkerville Road from Main Street to Neary School and Trottier School driveway.

ALTERNATE MOTION MADE: To postpone indefinitely.

PASSED BY MAJORITY VOTE: TO POSTPONE INDEFINITELY.

ARTICLE 9: To see if the Town will vote to raise and appropriate or transfer from any of its available funds and appropriate a sum of money for the purpose of engineering and designing a minimally intrusive vehicle crossing of Route 9 west of Route 85 and east of Deerfoot Road, or do or act anything in relation thereto.

MOTION MADE: That the Town raise and appropriate the sum of \$45,000 for the purpose of engineering and designing a minimally intrusive vehicle crossing of Route 9 west of Route 85 and east of Deerfoot Road.

MOTION: DEFEATED BY MAJORITY VOTE.

ARTICLE 10: To see if the Town will vote to raise and appropriate, transfer from available funds and appropriate, or borrow and appropriate, a sum of money for the redesign and construction of the intersection at Parkerville and Richards Roads, or do or act anything in relation thereto.

MOTION MADE: That the Town raise and appropriate the sum of \$5,000 for the redesign and construction of the intersection at Parkerville and Richards Roads.

PASSED BY MAJORITY VOTE.

At 10:20 PM on Monday, April 12, 1999 it was Moved and Unanimously Voted to DISSOLVE the Special Town Meeting of April 12, 1999.

**ANNUAL TOWN MEETING
MONDAY, APRIL 12, 1999**

At 10:21 PM the Annual Town Meeting of April 12, 1999 it was Moved and Unanimously Voted to RESUME the Annual Town Meeting of April 12, 1999.

ARTICLE 2: To see if the Town will vote to fix for the fiscal year beginning July 1, 1999 and ending June 30, 2000, the annual salary and compensation of elective officers of the Town as provided by Section 108 of Chapter 41 of the General Laws, as amended:

Moderator	50.00	Assessors (3)	1,500.00
Town Clerk	12,000.00	School Committees (10)	500.00
Selectmen (3)	3,000.00	Board of Health (3)	450.00

, or do or act anything in relation thereto.

MOTION MADE: That the Town raise and appropriate \$17,500 for the fiscal year beginning July 1, 1999 and ending June 30, 2000, the annual salary and compensation of elective officers of the Town as provided by Section 108 of Chapter 41 of the General Laws, as amended:

Moderator	50.00	Assessors (3)	1,500.00
Town Clerk	12,000.00	School Committees (10)	500.00
Selectmen (3)	3,000.00	Board of Health (3)	450.00

MOTION: (as stated above) VOTED UNANIMOUSLY.

ARTICLE 3: To see if the Town will vote to accept any sum of money from St. Mark's School, Fay School, Harvard Medical School New England Regional Primate Research Center, L'Abri Fellowship, The New England Center for Children, and any other contributor and deposit same amount in Estimated Receipts Account, and determine what disposition shall be made of the same, if accepted, or do or act anything in relation thereto.

MOTION MADE: That the Town accept any sum of money from St. Mark's School, Fay School, Harvard Medical School New England Regional Primate Research Center, L'Abri Fellowship, The New England Center for Children, and any other contributor and deposit same amount in Estimated Receipts Account, and determine what disposition shall be made of the same, if accepted.

MOTION: (as stated above) VOTED UNANIMOUSLY.

ARTICLE 4: To see if the Town will vote to authorize the Town Treasurer, with the approval of the Selectmen, to borrow from time to time in anticipation of revenue of the financial year beginning July 1, 1999 in accordance with the provisions of General Laws, Chapter 44, and to issue a note or notes as may be given for a period of less than one year in accordance with General Laws, Chapter 44, Section 17, or do or act anything in relation thereto.

MOTION MADE: That the Town authorize the Town Treasurer, with the approval of the Selectmen, to borrow from time to time in anticipation of revenue of the financial year beginning July 1, 1999 in accordance with the provisions of General Laws, Chapter 44, and to issue a note or notes as may be given for a period of less than one year in accordance with General Laws, Chapter 44, Section 17.

MOTION: (as stated above) VOTED UNANIMOUSLY.

MOTION MADE: To bring Article 67 Forward at 10:40P.M. (2/3 vote required)

MOTION: (as stated above) VOTED UNANIMOUSLY.

MOTION MADE: To bring Article 47 Forward, immediately following Article 67.

MOTION: (as stated above) VOTED UNANIMOUSLY.

MOTION MADE: To postpone Article 7 until the beginning of the Adjourned Annual Town Meeting, Thursday, April 15, 1999.

MOTION: (as stated above) VOTED UNANIMOUSLY.

ARTICLE 5: To hear the report of the Capital Budget Planning Committee, or do or act anything in relation thereto.

MOTION MADE: That the Town hear the report of the Capital Budget Planning Committee.

MOTION: (as stated above) VOTED UNANIMOUSLY.

ARTICLE 6: To see if the Town will vote to delete Personnel Salary Administration Plan, Chapter 31 of the Code of the Town of Southborough, and insert in its place the following:

MOTION MADE: That the Town delete Personnel Salary Administration Plan, Chapter 31 of the Code of the Town of Southborough, and insert in its place the following:

SALARY ADMINISTRATION PLAN AND PERSONNEL BY-LAWS OF THE TOWN OF SOUTHBOROUGH

PREAMBLE

This by-law establishes a Salary Administration Plan for the Town of Southborough, which classifies the several position classifications in the Town services into groups, establishes salary schedules, establishes employee benefits and establishes a Personnel Board to administer the by-law and to represent the interest of both the taxpayers and the Town employees covered by the by-law.

The positions of all officers and employees in the service of the Town, whether full-time, part-time, temporary, seasonal, special, casual Civil Service or any other, other than those positions filled by popular election, those under the direction and control of the School Committee, and those encompassed in any officially recognized labor union and/or association, are hereby classified by titles in the groups listed in Schedule A, entitled "Classification Schedule", as set forth in Section 20 of the by-law.

The classification of positions which are subject to the Welfare Compensation Plan of the Commonwealth of Massachusetts and the schedule of rates therefor effective July 1, 1966 with subsequent amendments, if any, and the provisions of Section 47D of Chapter 31 of the General Laws relating to the application of rates set forth in the aforementioned Welfare Compensation Plan are hereby incorporated by reference.

SECTION 1. DEFINITIONS AND TERMS

As used in this by-law, the following words and phrases shall have the following meaning unless a different construction is clearly required by the context or by the laws of the Commonwealth:

"Administrative Authority", the elected or appointed official or board having jurisdiction over a function or activity.

"Anniversary Year" is that year commencing on the first day of employment and terminating 365 days thereafter.

"Base Pay", for the purposes of determining retirement credits and contributions for Town employees by the Town of Southborough.

The Town shall contribute funds as required for each eligible employee in accordance with the procedures and formula established by the Worcester County Retirement Board and the by-laws of the Town of Southborough.

Contributions shall be made by the Town for:

1. Wages earned during the first eight (8) hours worked in any one day. No contributions shall be made for hours worked in excess of 40 hours per week.
2. Any lump sum bonus which is guaranteed as outlined in the Salary Administration Plan and the Personnel By-Laws of the Town and any collective bargaining agreement in force. Examples of lump sum bonuses are longevity pay and educational bonus.
3. Vacation pay except when paid in lieu of taking vacation.
4. Sick pay.
5. Holiday pay.

"Casual Position", a position calling for part-time employment, which service does not constitute continuous service; this service is rendered occasionally and without regularity according to the demand therefor.

"Civil Service Law", Chapter 31 of the General Laws of the Commonwealth as amended and all rules and regulations made thereunder; and any special law enacted by the General Court regulating the classification compensation and conditions of employment of officers and employees of the Town under Chapter 31.

"Class", a group of positions in the Town service sufficiently similar in respect to duties and responsibilities so that the same descriptive title may be used to designate each position allocated to the class, that the same qualifications shall be required of the incumbents, that the same tests of fitness may be used to choose qualified employees and that the same scale of compensation can be made to apply with equity.

"Classification Schedule", titles in Schedule A, B, C, and D of Section 22 of this by-law plus class specifications which are on file with the Personnel Board and which are hereby incorporated by reference.

"Compensation Grade", a range of salary or wage rates appearing in Schedule B, C, and D.

"Continuous Full-Time Service", employment requiring a predetermined minimum work period and uninterrupted except for authorized vacation leave, sick leave, bereavement leave, or other leave of absence.

"Continuous Employment", full-time or part-time employment uninterrupted except for authorized vacation leave, sick leave, bereavement leave, or other leave of absence.

"Department", a functional unit of Town government composed of one or more employees.

"Full-Time Employee", an employee retained in full-time employment.

"Full-Time Employment", employment for not less than 20 hours per week for fifty-two weeks per annum, minus legal holidays and authorized vacation leave, sick leave, bereavement leave, and other leaves of absence.

"Group", a group of classes appearing in Schedules A and D of Section 22.

"Increment", the dollar or percentage difference between step rates.

"Maximum Rate", the highest rate in a range which an employee normally is entitled to attain.

"Minimum Rate", the rate in a range which is normally the hiring rate of a new employee.

"Part-Time Employee", an employee working in part-time employment.

"Part-Time Employment", employment for less than full-time employment, as defined above.

"Personal Rate", a rate above the maximum rate applicable, authorized by the Personnel Board on an individual case basis, only to a designated employee.

"Position", an office or post of employment in the Town service with duties and responsibilities calling for the full-time or part-time employment of one person in the performance and exercise thereof, or more than one person sharing the same position.

"Position Class", same as "Class", (a class may include only one position, in which event it is defined as a "single position class").

"Promotion", a change from a position of lower class and compensation grade to a position with greater responsibilities in a higher class and compensation grade.

"Range", the dollar difference between minimum and maximum rates of the assigned grade.

"Rate", a sum of money designated as compensation for personal services on an hourly, weekly, monthly, annual or other basis.

"Salary Schedule", Schedules B, C, D of Section 22.

"Single Rate", a rate for specific position class which is not in a designated range.

"Special Position", a position calling for part-time employment which, although constituting continuous employment, is not rendered during prescribed working hours, daily, weekly, or annually, but is rendered as required according to the demands for such service.

"Step Rate", rate in a range of compensation grade.

"Temporary Employee", (1) an employee retained in a temporary position as defined herein; (2) any employee holding a temporary appointment under Civil Service Law who does not also have permanent status thereunder.

"Temporary Position", or "Seasonal Position", any position in the Town service which requires or is likely to require the service of one incumbent for a period not exceeding six calendar months, either on a full-time or part-time basis.

"Town", the Town of Southborough.

SECTION 2. TITLES OF POSITIONS

No persons shall be appointed, employed or paid as an employee in any position subject to the provisions of the Salary Administration Plan and Personnel By-Laws under any title other than those of the Classification Schedule, or under any title other than that of the job, the duties of which are actually performed. The job title in the Classification Schedule of the Plan shall be the official title for all purposes having to do with the position and shall be used to designate the position in all payrolls, budget estimates and official reports, and in every other connection involving personnel and fiscal processes.

SECTION 3. NEW OR CHANGED POSITIONS

Before a new position is established, or the duties of an existing position are so changed that a new level or work demand exists and in effect a new position is created, upon presentation of substantiating data satisfactory to the Personnel Board, the Board shall rate such new changed position and allocate it to its appropriate compensation grade and establish the rate change therefor.

SECTION 4. RECLASSIFICATION OF EMPLOYEES

No position may be reclassified to a classification in another compensation grade, either higher or lower, until the Personnel Board shall have determined such a reclassification will be consistent with the provisions of the Salary Administration Plan and Personnel By-Laws.

SECTION 5. JOB DESCRIPTIONS AND INTERPRETATIONS

The Personnel Board shall maintain written job descriptions of the position classes in the Classification Schedule of the Plan, each consisting of a statement describing the essential nature of the work and characteristics that distinguish the class from other classes. The heads of the departments shall be required to retain current job descriptions and to submit revisions to the Personnel Board after review by the Board of Selectmen or their designated appointee or the appropriate Commissioners or Trustees. The description for any class shall not limit what the duties or responsibilities of any position shall be, or to modify or in any way affect the power of any administrative authority to appoint, to assign duties to, or to direct and control the work of any employee under the jurisdiction of such authority.

SECTION 6. WAGES

a. The weekly pay period shall begin at 12:01 a.m. Thursday and shall end at 12:00 a.m. the following Wednesday.

b. Employees in the clerical and operating groups shall be paid time and one-half hours worked in the excess of eight (8) in a calendar day and/or 40 hours in one calendar week, provided such hours of work have been authorized by the department head.

In addition, all service outside of out of turn of an employee's regularly scheduled tour of duty shall be at the overtime rate. If any employee is recalled to duty hereunder, he shall be paid at the overtime rate for all such time and shall be guaranteed a minimum of two (2) hours overtime recall pay.

c. Exempt employees who are paid a weekly salary, as opposed to those non-exempt employees who are paid an hourly wage, shall not be paid for those hours worked in excess of the regular scheduled work week.

d. The Salary Schedule of the Salary Administration Plan and Personnel By-Laws set forth as Schedules B, C, and D of Section 22 of this by-law, shall consist of the maximum and minimum salaries, in the Classification Schedule. The salary grade shall be the salary range for all position classes allocated to that grade.

SECTION 7. SALARY RATES ABOVE MAXIMUM

Any salary rate which is above the maximum rate for a job, as established by this Salary Administration Plan and Personnel By-Laws, shall be deemed to be a personal rate, and apply only to the incumbent. When such incumbent leaves the employment of the Town or is transferred to another job with a higher maximum rate than his/her personal rate or higher maximum rates are established, the personal rate shall disappear. No other employee assigned to, or hired for, such job shall advance beyond the maximum of the job.

SECTION 8. ADJUSTMENT POLICIES

a. Every employee subject to this plan and who is in continuous full-time service of the Town, computed from the date of his/her latest employment, shall be eligible annually for consideration of a merit increase advance to the next higher step rate, one year from the date of his/her latest increase. Such increase is not to exceed one step rate in any single twelve month period until the maximum of the position is obtained, subject to the approval of the department head, and the Board of Selectmen or their designated appointee, or the appropriate Commissioners or Trustees, and the Personnel Board. An evaluation of the employee's performance must accompany a letter requesting a merit increase. Any employee denied such an increase has the right to appeal, in writing to the Personnel Board, which shall confer with the employee, the department head and the Board of Selectmen or their designated appointee, or the appropriate Commissioners or Trustees, and shall decide the matter. All adjustments shall be approved, in advance, by the Personnel Board.

b. Regular part-time employees, for whose positions step rates are provided, shall be eligible for consideration for increases on the same basis as provided for full-time personnel in clause (a) of this section. Special, casual and other part-time personnel for whose positions there is a single rate shall not be eligible for step rate increases.

SECTION 9. TRANSFERS AND PROMOTIONS

a. When an employee is promoted to a job with a higher rate range, or rate of pay, he/she shall enter it at the rate recommended by the department head with the approval of the Personnel Board, but in no event at a rate in excess of the maximum for such job. The employee may also receive at the time a one step rate increase, provided the maximum for the job is not exceeded, if the department head recommends that qualifications and performance warrant it and the Personnel Board approves. If the department head should feel that there should be a trial period before recommending the promotional one step rate increase, on recommendation of the department head, the Personnel Board may approve such a deferred promotional increase at the conclusion of the trial period, not to exceed three (3) months.

b. If an employee is transferred to a job with a lower rate range, or rate of pay, he/she shall enter it at his/her own rate or at the maximum rate for the job, whichever is the lower, provided the Personnel Board approves. The employee shall have a right to appeal to the Personnel Board and to be heard thereon, and the Personnel Board shall decide the matter.

SECTION 10. NEW PERSONNEL

a. Physical examination required of all employees before being hired.

b. The hiring rate shall be the minimum of the rate range of the job for which the new employee is hired, unless otherwise authorized by the Personnel Board. Department heads shall notify the Personnel Board of the hiring of all personnel and their hiring rates.

c. For new regular full-time and new regular part-time personnel for whose positions there is a rate range and step rates, the first six months of employment shall be a probationary period at the end of which the employee may advance one step rate, provided that the department head and the Personnel Board decide his/her performance warrants it. The employee shall thereafter be reviewed for a step rate increase one year from the date of his/her latest increase. This probationary step rate increase shall apply only at the start of employment and shall not apply in case of transfer or promotion from one job to another.

SECTION 11. DEPARTMENT BUDGETS

Each department head shall include in the annual budget a pay adjustment section to provide funds for anticipated pay adjustment during the ensuing year, expenditures to be made therefrom only in accordance with the Salary Administration Plan and Personnel By-Laws with the approval of the Personnel Board.

SECTION 12. EMPLOYEE BENEFITS

Employee benefits, such as holiday and vacation with pay, sick leave and other such matters, are a cost item to the Town and a form of "indirect pay", and included in the coverage of the Salary Administration Plan and Personnel By-Laws, both those included in the Plan at its adoption and any other which may be included in the future.

a. Holidays with Pay

Each eligible Employee shall receive one day's pay at his/her regular straight time rate for the following holidays:

New Year's Day	Labor Day
Martin Luther King's Birthday	Columbus Day
Presidents' Day	Veteran's Day
Patriot's Day	Thanksgiving Day
Memorial Day	Day after Thanksgiving Day
Independence Day	Christmas Day
	Day before or after Christmas Day

To be eligible for holiday pay, an Employee must work both his/her regular scheduled day preceding and his/her regular scheduled day following the holiday, or be excused from work pursuant to the provisions for absences with pay listed in the next section.

An Employee whose regular day off falls on a holiday may elect to have one day off with pay in the following week in lieu of holiday pay, providing the choice of day is approved by the Department Head.

Details as to administrative policies and practices relative to holidays with pay shall be prepared and established under the direction of the Personnel Board.

b. Vacations with Pay

(1) Regular Full-Time Employees who have been in the continuous employ of the Town, as such, shall be paid their regular week's pay or portion thereof as vacation pay in accordance with the following schedule:

6 months	5 days
1 year	10 days
(may take five days after six months - not to exceed ten days in first year)	
5 years	15 days
10 years	20 days
15 years	25 days
20 years	30 days

(2) Vacations shall be granted by Department Heads at such time as, in their opinion, will cause least interference with the performance of the regular work of the Departments. **An Employee shall be permitted to carry over up to one year's earned vacation. The Employee must have the Department Head's approval to take any portion of a prior year's unused vacation in addition to the days earned in the current fiscal year.**

(3) If, in the opinion of the Department Head, there are unusual circumstances which warrant it, an Employee may, upon request, continue at work and receive vacation pay in lieu of his/her vacation.

(4) In the event of termination of employment, which is caused through no fault of the Employee, or by reason of retirement, the Employee shall be paid, or be entitled to time off with pay, for any accumulated vacation prorated on the basis of service since the Employee's preceding vacation. In the event of the death of any Employee, any accumulated vacation pay shall be paid to his/her estate.

(5) Vacation administrative policies and practices shall be prepared and established under the direction of the Personnel Board.

c. Sick Leave

(1) All regular Full-Time Employees shall be entitled to fifteen (15) days sick leave per year. **Unused sick leave may be accumulated without limitation.** Pay for each day of sick leave shall be at the rate of a regular day's pay. Absences on account of sickness in excess of that authorized may, at the discretion of the Department Head and the Personnel Board, be charged to vacation leave. Sick leave shall be payable only in cases of bona fide illness, non-work-connected accident, or work-connected accidents not covered by Massachusetts General Laws annotated Chapter 152 (Workers' Compensation). At retirement, the Town will pay to the Employee for twenty percent (20%) of the Employee's then-accumulated sick leave.

(2) Employees who because of sickness or a non-work-connected accident are absent for a period of more than two (2) days shall be required to present a doctor's certificate to their Department Head stating reason and period of time the Employee will be absent from work. The above section is not to be construed by an employee or Department Head for time off for any sickness caused by over-indulgence in alcohol or narcotics or by his or her misconduct.

(3) An Employee may use up to seven (7) of the allowed fifteen (15) days of sick leave for the care of a sick family member who, in the opinion of the Department Head, is closely associated with the Employee.

(4) Details as to sick leave administrative policies and practices shall be as prepared and established under the direction of the Personnel Board.

d. Personal Days

Effective July 1, 1992 each Employee shall be entitled to three (3) personal days per year. The Department Head at his/her discretion is allowed to honor the request for a personal day of any member of his/her Department covered by this agreement who might have any one of a normally accepted need for a personal day. However, in no event shall the personal days for any one Employee exceed three days per fiscal year nor shall they accumulate from year to year.

e. Workers' Compensation

Present practices now followed by the Town-related Workers' Compensation shall continue unchanged.

f. Military Leave

An employee in full-time employment in the military reserve shall be paid the difference between compensation received while on reserve duty and regular compensation rates paid the employee by the Town. Such payment by the Town shall be limited to a period not to exceed two weeks in any twelve month period and shall not include payment to members of the National Guard who may be mobilized during an emergency in the Commonwealth.

g. Jury Duty

If an employee is called to jury duty, he/she shall receive an amount equal to the difference between his/her normal compensation and the amount (excluding any travel allowance) received from the court, upon presentation of evidence of the amount paid by the court.

h. Miscellaneous Paid Time Off

Working time lost from regularly scheduled work days for reasons listed below shall be without loss of pay, provided such lost time is with authorization of the department head:

(1) Bereavement leave - In the event of the death of a spouse, father, mother, children, father-in-law, mother-in-law, brother or sister, or of any person residing with the family of an employee, such employee shall be entitled to receive three (3) days leave for the purpose of the funeral arrangements and burial of said deceased. In the event that travel is required out of state, the department head in his or her discretion may authorize two (2) additional days of travel time.

(2) Inoculation required by Municipal Employer.

(3) Red Cross blood donation authorized by the Department.

(4) Medical examinations required by employer.

(5) Attendance at educational programs required or authorized by Town or Department.

i. Court Time Pay

An employee on duty at night or on vacation, furlough or day off, who attends as a witness or other capacity in the performance of his/her duty or in behalf of the Commonwealth or the Town in any criminal case pending in any Court or

before any official governmental board or agency shall be entitled to overtime compensation for every hour or fraction thereof during which he/she was in such attendance or appearance, but in no event less than three (3) hours of such overtime pay.

j. Educational Increment

All full-time employees subject to the provisions of the Salary Administration Plan and Personnel By-Laws who have earned credits leading to a degree while an employee of the Town in a field applicable to their position as determined by the department head, and the Board of Selectmen or their designated appointee, or the appropriate Commissioners or Trustees, and the Personnel Board, in a degree granting program from an accredited college or university, shall receive a one-time bonus, according to the following schedule:

Associates Degree.....	\$ 800.00
Bachelors Degree.....	\$1,200.00
Masters Degree.....	\$1,500.00

A copy of the completed transcript or diploma or other appropriate evidence of the completed degree must be presented to the department head and a copy to the Board of Selectmen who shall maintain complete and ongoing records for participants.

k. Tuition Reimbursement

(1) That the course is accredited and pertains to the employee's specific job or position. Such information shall be presented to the department head, in writing, prior to enrollment in the course.

(2) That the department head, and the Board of Selectmen or their designated appointee, or the appropriate commissioners or trustees and the Personnel Board, approves of the commitment of Town funds prior to registration by the employee, or the employee assumes responsibility for payment.

(3) That an approved purchase order is issued prior to registration by the employee.

(4) That the employee attains a grade for the course of "C" or better and presents written verification of such grade to the department head.

l. Maternity Leave

(1) A female employee who has completed the initial probationary period of six months, who is absent from such employment for a period not exceeding twelve weeks for the purpose of giving birth, said period to be hereinafter called maternity leave, and who shall give at least two weeks' notice to her department head or supervisor of departure and intention to return, shall be restored to her previous, or a similar position, with the same status pay, length of service credit and seniority, where applicable, and other employment benefits for which she was eligible on the date her leave commenced.

(2) Accrued sick leave benefits shall be provided for maternity leave purposes under the same terms and conditions which apply to other temporary medical disabilities.

(3) Such maternity leave shall not affect the employee's right to receive vacation time, sick leave, bonuses, advancement, seniority, length of service credit benefits, plans or programs for which she was eligible at the date of her leave, and any other advantages or rights of her employment incidental to her employment position.

m. Group Insurance

The Town will contribute fifty percent (50%) towards Blue Cross and 90% towards the Health Maintenance Organization plan.

SECTION 13. LEAVE OF ABSENCE

- a. Leave of absence for valid reasons may be granted by a department head, but shall be without compensation.
- b. Leaves of absence of over three months' duration, except military leave, shall be considered a break in employment, and on return to work the employee shall have the status of a new employee unless an extension of leave beyond three months has been authorized by the Personnel Board.

SECTION 14. TRANSITIONS BETWEEN FULL-TIME AND PART-TIME STATUS

- a. A part-time employee shall be eligible for full-time (employee) status when the employee has worked over 20 hours a week for a period of at least three consecutive months. This status change requires prior approval by the appropriate department head.
- b. A full-time employee whose hours of employment total less than 20 hours per week, exclusive of legal holidays and authorized vacation leave, sick leave, bereavement leave and other authorized leaves of absence for a period of more than three consecutive months shall be considered to be a part-time employee.

SECTION 15. PERSONNEL BOARD

- a. There shall be a Personnel Board to administer the Salary Administration Plan and Personnel By-Laws, said Board to be appointed by the Moderator, consisting of five voters other than employees of the Town or those regularly serving the Town in any elective or appointive capacity. They shall serve without compensation.
- b. Future appointments shall be for three years. Any vacancies shall be filled by the Moderator. All members shall continue to hold office until their successors have been appointed and qualified. The Personnel Board may employ assistance and incur expenses as it deems necessary, subject to appropriation of funds thereof.

SECTION 16. DUTIES OF THE PERSONNEL BOARD

- a. The Personnel Board shall administer the Salary Administration Plan and Personnel By-Laws and shall establish such policies, procedures and regulations as it deems necessary for the administration of the Plan.
- b. The Board shall meet annually in July and organize by the choice of a Chairman and Clerk. A majority of the Board shall constitute a quorum for the transaction of business. The votes of the majority of all the members of the Board shall be necessary on any matter upon which it is authorized to or required to pass under the Salary Administration Plan and Personnel By-Laws.
- c. The Personnel Board shall have maintained records of all employees subject to this Plan, included therein such information as it deems desirable, such records are to be kept by the Town Accountant, under the direction of the Board. Department heads shall furnish such information as shall be requested by the Board. The Town Accountant shall also check on matters covered by the Plan and shall bring any deviations to the attention of the Board prior to payment.
- d. The Personnel Board, from time to time, shall review the Salary Schedule and administration policies of the Salary Administration Plan and Personnel By-Laws. The Personnel Board may tentatively add a new class to the Classification Schedule or reallocate an existing class to a different compensation grade, either higher or lower, subject to the subsequent ratification of its action by formal amendment of the Salary Administration Plan and Personnel By-Laws at the next annual Town meeting.
- e. On or before February 15 of each year the Personnel Board shall vote an annual adjustment which amends the weekly salary schedule for the forthcoming year, subject to the subsequent ratification of its action by formal amendment of the Salary Administration Plan and Personnel By-Laws at the next Annual Town Meeting. Notwithstanding, the Personnel Board shall reserve the right to vote no adjustment as long as such determination is voted on or before February 15 of each year.
- f. The Personnel Board shall, from time to time, review the Salary Schedule and administration policies of the Salary Administration Plan and Personnel By-Laws. It shall keep informed as to pay rates and policies outside the services of the Town, and shall recommend to the Town any action which it deems desirable to maintain a fair equitable pay level.

g. Matters that are sent to the Chairman and Clerk of the Personnel Board by registered mail must be brought before the Board at its next scheduled meeting. Failure of the board to vote to approve or disapprove requests within thirty (30) days of that meeting shall constitute approval of the request. In addition, notice in writing shall be forwarded to the concerned employee and respective department head within three (3) days of the Board's decision. Notwithstanding, if the Personnel Board shall so request and the concerned employee and his/her department head shall mutually agree, a reasonable extension of these time periods may be granted.

h. Upon recommendation of a department head, supported by evidence in writing of special reasons and exceptional circumstances satisfactory to the Personnel Board, said Board may authorize an entrance rate higher than the minimum rate for a position, and such other variances in the Salary Administration Plan and Personnel By-Laws as it may deem necessary for the proper functioning of the services of the Town, and to effectuate the basic intent of the Plan.

SECTION 17. EMPLOYEES AND THE PERSONNEL BOARD

a. All employees presently covered by this Plan shall have the right to request an appointment to confer with the Board on any matter which is of interest or concern to them and which is covered by the Salary Administration Plan and Personnel By-Laws. The employee shall notify the department head in writing in advance of his/her desire to discuss the matter with the Board. One of the duties of the Board shall be to foster mutual understanding and good will with the personnel of the Town.

b. To facilitate this, if any employee should feel aggrieved by the operation of any provision of the Plan, he/she shall first discuss the matter with his/her department head, in a mutual effort to clear up any problems or misunderstanding.

c. If two weeks after such a conference, a satisfactory understanding and solution of the problem has not been reached, then either the department head or the employee may take the matter to the Board. The Board shall hear the parties not later than its next regular meeting. There shall be no discrimination or prejudice by a department head against any employee who may take a matter to the Board.

SECTION 18. AMENDMENT OF THE PLAN

The Salary Administration Plan and Personnel By-Laws may be amended in the same manner in which Town by-laws may be amended; provided, however, that no amendment to the Plan shall be made until it has been presented by a signed petition addressed to and submitted to the Personnel Board, and acted upon by the Board. Upon receipt of such a written petition, the Board, after giving the petitioners, the heads of departments and employees affected at least one week's written notice, shall hold a hearing of the parties interested to consider the proposed amendment. If the Personnel Board shall approve of any such proposed amendment, it shall take the proper steps to bring the proposed amendment before the next annual Town meeting for its consideration and action. If the Personnel Board shall disapprove any such proposed amendment, and failure to act thereof within fifteen days after the hearing shall be deemed disapproved, the petition may then be presented to the next annual Town meeting for its consideration and action, if so desired. The Board of its own motion, after a similar hearing and/or conference with parties interested, may propose an amendment to the Plan.

SECTION 19. CIVIL SERVICE LAW

Nothing in this by-law, or in the Salary Administration Plan and Personnel By-Laws, shall be construed to conflict with Chapter 31 of the General Laws, which is the Chapter dealing with the Civil Service Law.

SECTION 20. SEPARABILITY PROVISION

In the event that any provision of this by-law, or application thereof, shall be held to be invalid by the proper authorities, this shall not be construed to effect the validity of any other provision, or application thereof, of this by-law.

SECTION 21. APPOINTMENT OF "ACTING" DEPARTMENT HEADS

The Board of Selectmen or the appropriate commissioners or trustees may appoint, where necessary, in the case of the absence of a Department Head for three (3) consecutive weeks, excluding vacation periods, an "Acting" Department Head.

These "Acting" employees shall be compensated at an additional step rate of 10% per week. Such pay shall be retroactive only upon the conclusion of three (3) consecutive weeks of service by the "Acting" Department Head.

While on "Acting" status, which should be no longer than three (3) months, an employee shall still be eligible for overtime pay when fulfilling regular duties from the previous job beyond normal working hours.

SECTION 22. POSITION CLASSES, SALARY, WAGE AND MISCELLANEOUS SCHEDULE

SCHEDULE A

<u>CLASS</u>	<u>GRADE</u>
Page, Library.....	3
Clerk, Library.....	5
Clerk, Recreation 5	
Library Custodian.....	5
Secretary I, Town Committee	8
Police Dispatcher (part time).....	8
Reserve Police Officer (part time)	9
Library Assistant.....	10
Animal Control Officer.....	10
Maintenance Custodian.....	10
Prevention Coordinator, Youth Commission	12
Children's Librarian	12
Staff Engineer	14
Assistant to Town Administrator.....	14
Youth Director, Youth Commission	15
Town Accountant.....	16
Agent, Board of Health	16
Building Inspector.....	16
Treasurer/Collector	16
Library Director . 18	
Principal Assessor	18
Town Planner	18
Assistant Superintendent, DPW	19

SCHEDULE B

SALARY SCHEDULE

<u>GRADE</u>	<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>	<u>STEP 4</u>	<u>STEP 5</u>	<u>STEP 6</u>
19	51,914.00	54,134.00	56,356.00	58,667.00	61,071.00	63,577.00
18	48,974.00	51,069.00	53,166.00	55,343.00	57,615.00	59,978.00
17	46,203.00	48,180.00	50,155.00	52,211.00	54,352.00	56,584.00
16	43,182.00	45,026.00	46,875.00	48,798.00	50,798.00	52,880.00
15	39,984.00	41,692.00	43,401.00	45,182.00	47,035.00	48,963.00
14	36,680.00	38,252.00	39,817.00	41,452.00	43,152.00	44,919.00
13	33,343.00	34,772.00	36,198.00	37,683.00	39,228.00	40,837.00
12	30,040.00	31,327.00	32,611.00	33,949.00	35,339.00	36,790.00
11	13.87	14.48	15.08	15.71	16.33	17.01
10	12.54	13.07	13.61	14.17	14.73	15.34
9	11.82	12.34	12.83	13.36	13.88	14.48
8	11.26	11.75	12.24	12.72	13.27	13.78
7	10.73	11.20	11.64	12.10	12.61	13.11
6	10.25	10.67	11.07	11.55	12.03	12.51
5	9.71	10.15	10.55	10.98	11.42	11.91
4	9.26	9.65	10.05	10.46	10.90	11.33
3	8.84	9.19	9.57	9.97	10.37	10.67

**Longevity Pay For Full-Time Continuous Employment
20 Hours or More**

After 5 years	\$ 400 per annum
After 10 years	\$ 600 per annum
After 15 years	\$ 700 per annum
After 20 years	\$ 850 per annum
After 25 years	\$1,000 per annum
After 30 years	\$1,200 per annum
After 40 years	\$1,500 per annum

SCHEDULE C

MISCELLANEOUS PUBLIC SAFETY COMPENSATION (NOT COVERED BY COLLECTIVE BARGAINING)

<u>FIRE DEPARTMENT</u>	<u>AMOUNT PER DRILL</u>	<u>PER BOX ALARM</u>
Call Fire Lieutenant	79.07	30.42
Call Fire Fighter 1	66.90	24.33
Call Fire Fighter 2	30.42	12.16

When a call fire fighter works in place of a permanent fire fighter he is reimbursed on an hourly basis equal to the first step of a permanent fire fighter.

SCHEDULE D

MISCELLANEOUS COMPENSATION SCHEDULE

General Group	
Arts Center Director	(Annual) 9,881.11
Animal Inspector (P. T.)	(Annual) 926.92
Civil Defense Director	(Annual) 821.69
Civil Defense Clerk	(Annual) 113.20
Clerk, Board of Registrars (P. T.)	(Annual) 1,638.63
Council on Aging Coordinator	(Hourly) 18.94
Election Warden (P. T.)	(Hourly) 9.40
Election Worker (P. T.)	(Hourly) 8.03
Registrar of Voters (P. T.)	(Annual) 205.66
Slaughtering Inspector (P. T.)	(Annual) 615.30
Town Counsel (P. T.)	(Annual) (plus fees) 1,704.43
Veterans' Agent and Director of Veterans' Services	(Annual) 7,380.39 - 8,198.04 - 9,015.73 - 9,836.68
Summer Program Assistant, Youth Commission	(Hourly) 8.63
Seasonal Laborer	(Hourly) 6.91 - 7.10 - 7.29
Library Page (P. T.)	(Hourly) 6.91 - 7.10 - 7.29
Playground Supervisors	(Hourly) 8.91 - 13.93
Playground Counselors	(Hourly) 6.13 - 8.36
Director of Recreation Commission	(Hourly) 21.64
Swimming Director	(Hourly) 13.37 - 22.28
Swimming Instructors	(Hourly) 7.80 - 13.37
Swimming Aides	(Hourly) 6.13 - 6.68
Tennis Director	(Hourly) 11.14 - 20.05
Tennis Instructors	(Hourly) 6.68 - 8.91
Tennis Aides	(Hourly) 6.13 - 6.68
Tree Warden	(Hourly) 16.52
Wiring Inspector	(Annual) 11,516.44
Sealer of Weights & Measures	(Annual) 823.34

MOTION: (as stated above) VOTED UNANIMOUSLY.

ARTICLE 67: To see if the Town will authorize the Board of Selectmen to appoint a Town Counsel Advisory Committee to review the legal advice and opinions of Town Counsel and to advise the Selectmen regarding the same, and to perform all acts necessary to carry out the purpose of this vote. The Town Counsel Advisory Committee shall consist of three members. Each member shall serve for a term of three years, except that upon initial establishment of said Committee, one member shall serve for one year, one member shall serve for two years and one member shall serve for three years, as appointed by the Board of Selectmen. The chairperson of the Town Counsel Advisory Committee shall be selected by the Board of Selectmen. Each member shall reside in the Town of Southborough and must be one of the following occupations: law professor, retired judge or practicing attorney. The Town Counsel Advisory Committee shall be deemed to be a public body for the purposes of the Open Meeting Law and shall meet on an as-needed basis and shall report to the Board of Selectmen upon request of the Board of Selectmen, and at the Annual Town Meeting or Special Town Meeting, or do or act anything in relation thereto.

MOTION MADE: That the Town will authorize the Board of Selectmen to appoint a Town Counsel Advisory Committee to review the legal advice and opinions of Town Counsel and to advise the Selectmen regarding the same, and to perform all acts necessary to carry out the purpose of this vote. The Town Counsel Advisory Committee shall consist of three members. Each member shall serve for a term of three years, except that upon initial establishment of said Committee, one member shall serve for one year, one member shall serve for two years and one member shall serve for three years, as appointed by the Board of Selectmen. The chairperson of the Town Counsel Advisory Committee shall be selected by the Board of Selectmen. Each member shall reside in the Town of Southborough and must be one of the following occupations: law professor, retired judge or practicing attorney. The Town Counsel Advisory Committee shall be deemed to be a public body for the purposes of the Open Meeting Law and shall meet on an as-needed basis and shall report to the Board of Selectmen upon request of the Board of Selectmen, and at the Annual Town Meeting or Special Town Meeting, or do or act anything in relation thereto.

MOTION: DEFEATED BY MAJORITY VOTE.

ARTICLE 47: To see if the Town will vote to accept the provisions of Section 40 of Chapter 653 of the Acts of 1989 to assess new buildings, structures, or other physical improvements added to real property between January second and June thirtieth for the fiscal year beginning on July first. As a result, new construction or improvements built on the parcel during the first six months of the year will now be reflected in the assessed valuation of the parcel a fiscal year earlier, or do or act anything in relation thereto.

MOTION MADE: That the Town accept the provisions of Section 40 of Chapter 653 of the Acts of 1989 to assess new buildings, structures, or other physical improvements added to real property between January second and June thirtieth for the fiscal year beginning on July first. As a result, new construction or improvements built on the parcel during the first six months of the year will now be reflected in the assessed valuation of the parcel a fiscal year earlier.

MOTION: PASSED BY MAJORITY VOTE.

ARTICLE 8: To see if the Town will vote to transfer to Surplus Revenue Account (Excess and Deficiency) a sum of money, or do or act anything in relation thereto.

MOTION MADE: That the Town transfer to Surplus Revenue Account (Excess and Deficiency) the following sums:

<u>Article</u>	<u>Purpose</u>	<u>Amount</u>
27 ATM 1994	Radio Equipment	234.77
36 ATM 1995	School Design	11,246.37
41 ATM 1996	Neary Septic	224.38
45 ATM 1997	Woodward Move	159.10
30 ATM 1997	Furnace/Windows	121.85
37 ATM 1998	Finn/Neary Move	113.00
19 ATM 1998	Police Cruisers	6,000.00
GRAND TOTAL:	\$18,099.47	

MOTION: (as stated above) VOTED UNANIMOUSLY.

ARTICLE 9: To see if the Town will vote to raise and appropriate, or transfer from any of its available funds and appropriate, the sum of \$1,800 to defray expenses of the Memorial Day exercises. Observance exercises are to be under the auspices of the Bagley-Fay Post No. 161 American Legions, and Choate Post No. 3276, Veterans of Foreign Wars, or do or act anything in relation thereto.

MOTION MADE: That the Town raise and appropriate the sum of \$1,800 to defray expenses of the Memorial Day exercises. Observance exercises are to be under the auspices of the Bagley-Fay Post No. 161 American Legions, and Choate Post No. 3276, Veterans of Foreign Wars.

MOTION: (as stated above) **VOTED UNANIMOUSLY.**

ARTICLE 10: To see if the Town will vote to raise and appropriate or transfer from any of its available funds and appropriate the sum of \$540,622 for the fiscal year beginning July 1, 1999 and ending June 30, 2000 to pay a portion of the expense of the Worcester County Retirement System, of which the Town is a member, and as required by the Worcester County Commissioners, or do or act anything in relation thereto. (Proposed by the Board of Selectmen)

MOTION MADE: That the Town raise and appropriate the sum of \$540,622 for the fiscal year beginning July 1, 1999 and ending June 30, 2000 to pay a portion of the expense of the Worcester County Retirement System, of which the Town is a member, and as required by the Worcester County Commissioner

MOTION: **PASSED BY MAJORITY VOTE.**

ARTICLE 11: To see if the Town will vote to raise and appropriate or transfer from any of its available funds and appropriate, the sum of \$13,000 to fund ongoing maintenance of the Town House, or do or act anything in relation thereto.

MOTION MADE: That the Town raise and appropriate the sum of \$8,000 to fund ongoing maintenance of the Town House.

MOTION: (as stated above) **VOTED UNANIMOUSLY.**

ARTICLE 12: To see if the Town will vote to raise and appropriate or transfer from any of its available funds and appropriate, the sum of \$7,000 to fund ongoing maintenance of the Fayville Village Hall, or do or act anything in relation thereto.

MOTION MADE: That the Town raise and appropriate the sum of \$7,000 to fund ongoing maintenance of the Fayville Village Hall.

MOTION: (as stated above) **VOTED UNANIMOUSLY.**

ARTICLE 13: To see if the Town will vote to raise and appropriate or transfer from any of its available funds and appropriate, a sum of money to fund monitoring of the Parkerville Road Landfill, or do or act anything in relation thereto.

MOTION MADE: That the Town raise and appropriate the sum of \$13,000 to fund monitoring of the Parkerville Road Landfill.

MOTION: (as stated above) **VOTED UNANIMOUSLY.**

ARTICLE 14: To see if the Town will vote to raise and appropriate or transfer from any of its available funds and appropriate, the sum of \$5,000 for the purpose of funding Marlborough Addictions Referral Center, Inc., a nonprofit drop-in center, or do or act anything in relation thereto.

MOTION MADE: That the Town raise and appropriate the sum of \$3,000 for the purpose of funding Marlborough Addictions Referral Center, Inc., a nonprofit drop-in center.

MOTION: (as stated above) **VOTED UNANIMOUSLY.**

ARTICLE 15: To see if the Town will vote to raise and appropriate or transfer from available funds and appropriate the sum of \$225,000 for the maintenance of Town roads, or do or act anything in relation thereto.

MOTION MADE: That the Town raise and appropriate the sum of \$225,000 for the maintenance of Town roads.

MOTION: (as stated above) **VOTED UNANIMOUSLY.**

ARTICLE 16: To see if the Town will vote to transfer from available funds and appropriate a sum of money in anticipation of reimbursement from the Commonwealth for Chapter 90 highway improvements, or do or act anything in relation thereto.

MOTION MADE: That the Town transfer from available funds and appropriate the sum of \$278,377 in anticipation of reimbursement from the Commonwealth for Chapter 90 highway improvements.

MOTION: (as stated above) **VOTED UNANIMOUSLY.**

ARTICLE 17: To see if the Town will vote to raise and appropriate or transfer from available funds and appropriate a sum of money for the purpose of purchasing Public Works Equipment, or do or act anything in relation thereto.

MOTION MADE: That the Town raise and appropriate the sum of \$117,000 and transfer and appropriate the sum of \$30,000 from Water Reserve for the purpose of purchasing Public Works Equipment.

MOTION: (as stated above) **VOTED UNANIMOUSLY.**

ARTICLE 18: To see if the Town will vote to raise and appropriate, transfer from available funds and appropriate or borrow and appropriate a sum of money for the purpose of making improvements to the water distribution system, or do or act anything in relation thereto.

MOTION MADE: That the Town transfer from water surplus and appropriate the sum of \$200,000 for the purpose of installing a 12 inch water main in Valley Road and Willow Street.

MOTION: (as stated above) **VOTED UNANIMOUSLY.**

ARTICLE 19: To see if the Town will vote to discontinue certain portions of the public way known as White Bagley Road, or do or act anything in relation thereto.

MOTION MADE: That the Town discontinue certain portions of the public way known as White Bagley Road as shown on a plan entitled "Discontinuance and Abandonment of a Portion of White Bagley Road, Plan of Land in Southborough, Mass." Prepared by MetroWest Engineering, Inc. and dated April 9, 1999.

**BOUNDARY DESCRIPTION
OF
A PORTION OF WHITE BAGLEY ROAD
TO BE DISCONTINUED AND ABANDONED**

Beginning at the southwesterly corner of the portion of White Bagley Road to be discontinued. Said point being on the northerly line of Boston Road at the southeasterly corner of land now or formerly of Primo Borelli III and Laura A. Borelli,

Thence, N09°24'34"E a distance of 203.15 feet to a point at the end of the stone wall,

Thence, N02°14'17"E a distance of 29.93 feet by the wall to a point,

Thence, N 23°20'07"W a distance of 10.05 feet by the wall to a point,

Thence, N53°14'11"W a distance of 6.71 feet by the wall to a drill hole at land now or formerly of Peter J. & Marcia L. Bolduc, the last four courses being by land now or formerly of Borelli,

Thence, S82°36'49"E a distance of 42.52 feet across White Bagley Road to a point on the easterly sideline of White Bagley Road at land now or formerly of The Commonwealth of Massachusetts,

Thence, S07°23'11"W a distance of 59.11 feet to a point,

Thence, S02°17'26"W a distance of 70.92 feet to a point,

Thence, S07°49'56"W a distance of 106.87 feet to a point on the northerly sideline of Boston Road, the last three courses being along land now or formerly of the Commonwealth of Massachusetts as taken by the Metropolitan Water Works in 1894,

Thence, S86°17'05"W a distance of 42.29 feet along the northerly sideline of Boston Road to the point of beginning.

Said parcel to be abandoned contains 8,639 square feet, more or less. The Town of Southborough reserves a utility easement over the portion of White Bagley Road being discontinued and abandoned.

MOTION: (as stated above) VOTED UNANIMOUSLY.

ARTICLE 20: To see if the Town will vote to raise and appropriate, transfer from available funds and appropriate or borrow and appropriate, a sum of money for the purpose of acquiring property, engineering, development and relevant costs associated with providing additional cemetery space, or do or act anything in relation thereto.

MOTION MADE: To postpone indefinitely.

MOTION: (as stated above) VOTED UNANIMOUSLY.

ARTICLE 21: To see if the Town will vote to raise and appropriate or transfer from any available funds and appropriate, the sum of \$48,000.00 to acquire two new four-door full-size sedan police cruisers and authorize the Selectmen to sell, turn in or otherwise dispose of two police cruisers, or do or act anything in relation thereto.

MOTION MADE: That the Town raise and appropriate the sum of \$48,000 to acquire two new four-door full-size sedan police cruisers and authorize the Selectmen to sell, turn in or otherwise dispose of two police cruisers.

MOTION: (as stated above) VOTED UNANIMOUSLY.

ARTICLE 22: To see if the Town will vote to raise and appropriate or transfer from available funds and appropriate, a sum of money for the purpose of hiring consulting engineers by various Town departments, or do or act anything in relation thereto.

MOTION MADE: That the Town raise and appropriate the sum of \$20,000 for the purpose of hiring consulting engineers by various Town departments.

MOTION: PASSED BY MAJORITY VOTE.

ARTICLE 23: To see if the Town will vote to raise and appropriate or transfer from any of its available funds and appropriate, the sum of \$17,500 to be used for expenses incurred from a private audit of the Town's financial officers to be carried out by a private firm which meets the standards of the Commonwealth of Massachusetts, Bureau of Accounts, or do or act anything in relation thereto.

MOTION MADE: That the Town raise and appropriate the sum of \$17,500 to be used for expenses incurred from a private audit of the Town's financial officers to be carried out by a private firm which meets the standards of the Commonwealth of Massachusetts, Bureau of Accounts.

MOTION: (as stated above) VOTED UNANIMOUSLY.

ARTICLE 24: To see if the Town will vote to raise and appropriate or transfer from available funds and appropriate, the sum of \$6,422.00 for the purpose of aiding in the funding of the MetroWest Planning Office, or do or act anything in relation thereto.

MOTION MADE: That the Town raise and appropriate the sum of \$6,422 for the purpose of aiding in the funding of the MetroWest Planning Office.

MOTION: (as stated above) VOTED UNANIMOUSLY.

ARTICLE 25: To see if the Town will vote to raise and appropriate or transfer from any of its available funds and appropriate, the sum of \$1,500, or any other sum, to be expended under the direction of the Heritage Day Committee for the purpose of paying the necessary costs associated with the Heritage Day celebration and the Heritage Day parade, or do or act anything in relation thereto.

MOTION MADE: That the Town raise and appropriate the sum of \$1,500 to be expended under the direction of the Heritage Day Committee for the purpose of paying the necessary costs associated with the Heritage Day celebration and the Heritage Day parade.

MOTION: (as stated above) VOTED UNANIMOUSLY.

ARTICLE 26: To see if the Town will vote to raise and appropriate or transfer from any available funds and appropriate, a sum of money for the purpose of maintenance of equipment, or do or act anything in relation thereto.

MOTION MADE: That the Town raise and appropriate the sum of \$5,000 for the purpose of maintenance of equipment.

MOTION: (as stated above) VOTED UNANIMOUSLY.

ARTICLE 27: To see if the Town will vote to raise and appropriate or transfer from any of its available funds and appropriate, a sum of money for the purpose of establishing a fund to be used to pay the Town's share of casualty and other losses incurred to Town property and equipment which are not covered by insurance policies, and/or which has been destroyed or damaged as a result of accident or casualty, for which a third party is liable and for which the Town is entitled to be reimbursed from damages caused as a result of such accident or casualty, or do or act anything in relation thereto.

MOTION MADE: That the Town raise and appropriate the sum of \$2,000 for the purpose of establishing a fund to be used to pay the Town's share of casualty and other losses incurred to Town property and equipment which are not covered by insurance policies, and/or which has been destroyed or damaged as a result of accident or casualty, for which a third party is liable and for which the Town is entitled to be reimbursed from damages caused as a result of such accident or casualty.

MOTION: (as stated above) VOTED UNANIMOUSLY.

ARTICLE 28: To see if the Town will vote to renew a revolving fund established under Chapter 44, Section 53 E 1/2, "An Act Authorizing Cities and Towns to Establish Certain Revolving Funds", a revolving fund for the purpose of funding the inspection services for the Sealer of Weights and Measures, plumbing and wiring. All receipts received for the services provided by the above-mentioned departments shall be credited to this account up to the amount of \$50,000. The Town Accountant will authorize expenditures from this revolving fund, or do or act anything in relation thereto.

MOTION MADE: That the Town renew a revolving fund established under Chapter 44, Section 53 E 1/2, "An Act Authorizing Cities and Towns to Establish Certain Revolving Funds", a revolving fund for the purpose of funding the inspection services for the Sealer of Weights and Measures, plumbing and wiring. All receipts received for the services provided by the above-mentioned departments shall be credited to this account up to the amount of \$50,000. The Town Accountant will authorize expenditures from this revolving fund.

MOTION: (as stated above) VOTED UNANIMOUSLY.

ARTICLE 29: To see if the Town will vote to raise and appropriate or transfer from available funds and appropriate the sum of \$10,000 for the purpose of conducting a Household Hazardous Waste Day, or do or act anything in relation thereto.

MOTION MADE: That the Town raise and appropriate the sum of \$10,000 for the purpose of conducting a Household Hazardous Waste Day.

MOTION: (as stated above) VOTED UNANIMOUSLY.

ARTICLE 30: To see if the Town will vote to raise and appropriate or transfer from available funds and appropriate the sum of \$3,152.00 for the purpose of reimbursing the Board of Health Agent for personal use of a vehicle in conducting Board of Health duties and responsibilities for expenses incurred during Fiscal Year 1998 and Fiscal Year 1999. (Fiscal Year 1998 personal vehicle expenses were \$1,302.50, Fiscal Year 1999 expenses are \$1,846.50; or do or act anything in relation thereto.

MOTION MADE: That the Town raise and appropriate the sum of \$3,152 for the purpose of reimbursing the Board of Health Agent for personal use of a vehicle in conducting Board of Health duties and responsibilities for expenses incurred during Fiscal Year 1998 and Fiscal Year 1999. (Fiscal Year 1998 personal vehicle expenses were \$1,302.50, Fiscal Year 1999 expenses are \$1,846.50.

MOTION: (as stated above) **VOTED UNANIMOUSLY.**

MOTION MADE: To Adjourn at 10:58 PM the Annual Town Meeting to Thursday, April 15, 1999 at 7:30 P.M.

MOTION: **VOTED UNANIMOUSLY.**

**ANNUAL TOWN MEETING
MONDAY, APRIL 12, 1999
ADJOURNED SESSION
THURSDAY, APRIL 15, 1999**

At the Adjourned session of the Annual Town Meeting duly called and held in the P. Brent Trottier Middle School, Southborough, MA on Wednesday, April 15, 1999 at 7:30 PM the following ARTICLES were voted on in a legal manner. There was a quorum present (150 Voters = quorum, 197 Voters were present).

Checkers:	June Phillipo	Eleanor MacLauchlan
	Lois Denman	Alice Brenda Gaffney

The Meeting was called to order at 8:10 PM by the Town Moderator, John H. Wilson.

The following Tellers were appointed by Moderator Wilson and sworn-in by Town Clerk, Paul J. Berry:

Donald A. Neal
Richard E. Johnson
William R. Short
Arthur Miner

Moderator Wilson had requests from the following non-voters to attend the Annual Town Meeting:

Gene Carlo, Superintendent Director at Assabet Valley High School
Shirley Lundberg, Algonquin Building Planning Committee, Chair
Robert Melican, Superintendent Southborough School Department
Laurie Sugarman-Whittier, Southborough Youth Commission Co-Director

There being no objections from the floor, it was voted to allow the above non-voters to remain.

The boundaries of the Auditorium were outlined by the Moderator to include all of the floor area. The cafeteria was set up for the non-registered (non-voting) public to view Town Meeting from a Television with live cable viewing of the Town Meeting.

Moderator Wilson noted the receipt of the return of the posting of the Warrant for the Annual Town Meeting by the Constable.

ARTICLE 7: To see if the Town will vote to raise a sum of money not to exceed the sum of \$19,445,718 as may be necessary, for the Town's use, and make appropriations of the same; or do or act anything in relation thereto.

MOTION: To divide the question.

MOTION: (as stated above) **VOTED UNANIMOUSLY.**

MOTION: To take an umbrella vote on those budgets which do not have a hold on them. This one vote will have the affect of voting each separately.

MOTION: (as stated above) **VOTED UNANIMOUSLY.**

GENERAL GOVERNMENT

BUDGET NAME	FY 2000 REQUEST
<u>114 MODERATOR</u>	
700 Other Charges	50
MODERATOR TOTAL	50
<u>119 ADVISORY COMMITTEE</u>	
700 Other Charges	135
ADVISORY COMMITTEE TOTAL	135
<u>122 BOARD OF SELECTMEN</u>	
110 Salaries	186,090
100 Total Personal Services	186,090
 304 Medical Exams	 500
342 Legal Notices	1,200
200 Total Purchase of Services	1,700
 710 Travel	 1,000
730 Dues	2,315
732 Subscriptions	1,733
733 Conferences/Schooling	4,100
782 Miscellaneous	0
700 Other Charges and Expenses	9,148
 BOARD OF SELECTMEN TOTAL	 196,938
<u>135 TOWN ACCOUNTANT</u>	
110 Salaries	78,813
100 Total Personal Services	78,813
 342 Legal Notices	 0
380 Misc. Contracted Services	0
200 Total Purchase of Services	0
 420 Office Supplies	 150
400 Total Supplies	150

BUDGET NAME	FY 2000 REQUEST
TOWN ACCOUNTANT (cont.)	
700 Other Charges	575
800 Capital Outlay	0
TOWN ACCOUNTANT TOTAL	79,538
<u>141 ASSESSORS</u>	
110 Salaries	136,972
100 Total Personal Services	136,972
345 Advertising	0
380 Misc. Contracted Services	10,000
200 Total Purchase of Services	10,000
420 Office Supplies	1,100
581 Maps	2,500
582 Deeds & Plans	2,100
400 Total Supplies	5,700
700 Other Charges	6,700
800 Capital Outlay	0
ASSESSORS TOTAL	159,372
<u>145 TREASURER/COLLECTOR</u>	
110 Salaries	150,621
100 Total Personal Services	150,621
253 Computer Services	1,800
382 Bank Service Charges	14,000
200 Total Purchase of Services	15,800
420 Office Supplies	4,500
400 Total Supplies	4,500
700 Other Charges	3,450
800 Capital Outlay	500
TREASURER/COLLECTOR TOTAL	174,871
<u>151 LEGAL</u>	
308 Legal Services	65,000
200 Total Purchase of Services	65,000
LEGAL TOTAL	65,000
	<u>*-15,000</u>
	50,000

*MOTION MADE: To reduce the LEGAL BUDGET by \$15,000 to a new total of \$50,000.

VOTED UNANIMOUSLY: To reduce the LEGAL BUDGET by \$15,000 to a new total of \$50,000.

BUDGET NAME

FY 2000
REQUEST152 PERSONNEL BOARD

110 Salaries	1,402
100 Total Personal Services	1,402
344 Postage	25
380 Misc. Contracted Services	5,000
200 Total Purchase of Services	5,025
420 Office Supplies	50
400 Total Supplies	50
700 Other Charges	0

PERSONNEL BOARD TOTAL	6,477
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158 ADMINISTRATIVE SUPPORT

110 Salaries	54,637
100 Total Personal Services	54,637
420 Office Supplies	250
400 Total Supplies	250
700 Other Charges	0
800 Capital Outlay	0

ADMINISTRATIVE SUPPORT TOTAL	54,887
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159 CENTRAL SERV/OPS SUPPORT

110 Salaries	36,583
100 Total Personal Services	36,583
253 Computer Services	29,789
273 Postage Meter Rental	1,200
340 Printing	6,500
341 Telephone	10,100
344 Postage	19,430
380 Misc. Contracted Services	10,800
200 Total Purchase of Services	77,819
420 Office Supplies	6,945
421 Storage of Microfilm	1,000
422 Photocopying Supplies	4,460
510 Books	0
584 Computer Supplies	6,901
599 Service Supplies	0
400 Total Supplies	19,306
733 Schooling	19,000
782 Miscellaneous	2,300
700 Total Other Charges and Expenses	21,300

BUDGET NAME	FY 2000 REQUEST
CENTRAL SERV/OPS SUPPORT (cont.)	
850 New Equipment	0
854 Computer Equipment	20,278
800 Capital Outlay	20,278
CENTRAL SERV/OPS SUPPORT TOTAL	175,286
<u>161 TOWN CLERK</u>	
110 Salaries	34,731
100 Total Personal Services	34,731
245 Equipment Repairs	50
304 Medical Exams	0
346 Report of Vital Statistics	250
200 Total Purchase of Services	300
420 Office Supplies	400
421 Storage of Microfilm	75
583 Dog Licenses	500
400 Total Supplies	975
700 Other Charges	1,150
800 Capital Outlay	500
TOWN CLERK TOTAL	37,656
<u>162 ELECTIONS & REGISTRATION</u>	
110 Salaries	32,639
100 Total Personal Services	32,639
240 Equipment Repair	75
343 Street Listings	5,500
200 Total Purchase of Services	5,575
420 Office Supplies	2,500
580 Town Meeting Expenses	2,500
400 Total Supplies	5,000
700 Other Charges	1,850
800 Capital Outlay	500
ELECTIONS & REGISTRATION TOTAL	45,564
<u>171 CONSERVATION COMMISSION</u>	
274 P O Box Rental	0
380 Misc. Contracted Services	0
200 Total Purchase of Services	0
420 Office Supplies	100
400 Total Supplies	100
700 Other Charges	2,425
800 Capital Outlay	0
CONSERVATION COMMISSION TOTAL	2,525

BUDGET NAME	FY 2000 REQUEST
<u>175 PLANNING BOARD</u>	
110 Salaries	60,580
100 Total Personal Services	60,580
340 Printing Services	300
342 Legal Notices	300
380 Misc. Contracted Services	0
200 Total Purchase of Services	600
420 Office Supplies	200
400 Total Supplies	200
700 Other Charges	1,200
800 Capital Outlay	0
PLANNING BOARD TOTAL	62,580
<u>192 TOWN BUILDINGS & GROUNDS</u>	
110 Salaries	44,623
100 Total Personal Services	44,623
210 Electricity	11,583
212 Heat	8,475
230 Water	5,000
244 Building Maintenance & Repair	10,732
247 Grounds Maintenance	16,500
380 Misc. Contracted Services	107,000
200 Total Purchase of Services	159,290
481 Gasoline	50,875
400 Total Supplies	50,875
782 Miscellaneous	0
700 Total Other Charges & Expenses	0
TOWN BUILDINGS & GROUNDS TOTAL	254,788
	<u>-25,000</u>
	229,788

***MOTION MADE:** To reduce the TOWN BUILDINGS & GROUND BUDGET by \$25,000 to a new total of \$229,788.

VOTED UNANIMOUSLY: To reduce the TOWN BUILDINGS & GROUND BUDGET by \$25,000 to a new total of \$229,788.

PUBLIC SAFETY

BUDGET NAME	FY 2000 REQUEST
<u>210 POLICE DEPARTMENT</u>	
110 Salaries	922,674
190 Employee Allowance	15,000
100 Total Personal Services	937,674

BUDGET NAME	FY 2000 REQUEST
POLICE DEPARTMENT (cont.)	
210 Electricity	5,000
211 Heat & Oil	4,000
230 Water	200
241 Vehicle Maintenance & Repair	4,000
242 Radio Repair	3,000
243 Service Equipment	9,800
244 Building Maintenance & Repair	5,000
304 Medical Exams	350
341 Telephone	7,700
342 Legal Notices	100
344 Postage	800
200 Total Purchase of Services	39,950
599 Service Supplies	4,500
400 Total Supplies	4,500
700 Other Charges	9,650
800 Capital Outlay	4,000
POLICE DEPARTMENT TOTAL	995,774
<u>220 FIRE DEPARTMENT</u>	
110 Salaries	780,019
190 Employee Allowance	10,645
100 Total Personal Services	790,664
210 Electricity	7,400
211 Heat & Oil	3,500
230 Water	400
241 Vehicle Maintenance & Repair	10,000
243 Service Equipment	5,000
244 Building Maintenance & Repair	6,000
341 Telephone	3,500
380 Misc. Contracted Services	0
200 Total Purchase of Services	35,800
420 Office Supplies	2,550
480 Grease & Oil	300
510 Books/A.V. Materials	2,000
599 Service Supplies	4,500
400 Total Supplies	9,350
700 Other Charges	7,390
800 Capital Outlay	9,500
FIRE DEPARTMENT TOTAL	852,704
<u>241 BUILDING DEPARTMENT</u>	
110 Salaries	52,880
100 Total Personal Services	52,880

BUDGET NAME	FY 2000 REQUEST
BUILDING DEPARTMENT (cont.)	
380 Misc. Contracted Services	0
200 Total Purchase of Services	0
420 Office Supplies	0
530 Building Supplies	825
400 Total Supplies	825
700 Other Charges	3,135
800 Capital Outlay	1,500
BUILDING DEPARTMENT TOTAL	58,340
<u>291 CIVIL DEFENSE</u>	
110 Salaries	937
100 Total Personal Services	937
245 Equipment Repairs	200
341 Telephone	450
200 Total Purchase of Services	650
420 Office Supplies	0
400 Total Supplies	0
700 Other Charges	0
800 Capital Outlay	500
CIVIL DEFENSE TOTAL	2,087
<u>292 ANIMAL CONTROL OFFICER AND ANIMAL INSPECTOR</u>	
110 Salaries	30,040
100 Total Personal Services	30,040
270 Facility Rental	3,000
341 Telephone	0
383 Care & Destruction	2,025
200 Total Purchase of Services	5,025
420 Office Supplies	100
599 Service Supplies	282
400 Total Supplies	382
700 Other Charges	2,718
800 Capital Outlay	200
ANIMAL CONTROL OFFICER AND ANIMAL INSPECTOR TOTAL	38,365

PUBLIC WORKS

BUDGET NAME	FY 2000 REQUEST
<u>420 DEPARTMENT OF PUBLIC WORKS</u>	
110 Salaries	836,141
190 Employee Allowance	21,284
100 Total Personal Services	857,425
210 Electricity	57,500
211 Heat	11,500
230 Water	925
244 Building Maintenance & Repair	11,500
245 Equipment Repairs	18,000
246 Traffic Signal Maintenance	1,000
250 Meter Repairs	1,000
251 Hydrant Repairs	5,000
271 Equipment Rental	1,400
293 Refuse Disposal	149,000
295 Service Connection	12,000
296 MDC Payment	235,000
297 Snow Removal - Contr.	30,000
305 Tree Experts	16,000
341 Telephone	11,000
342 Legal Notices	1,400
344 Postage	3,000
380 Miscellaneous Contracted Services	35,000
200 Total Purchase of Services	600,225
420 Office Supplies	3,500
490 Meals	900
529 Parts - Other Depts.	0
531 Highway Paint	10,000
532 Parts	27,000
534 Gravel, Stone & Fill	2,000
535 Salt & sand	65,000
537 Bituminous Concrete	3,500
538 Signs	8,000
539 Drainage Materials	3,500
540 Guard Rail	500
541 Small Tools	2,700
542 DPW Service Supplies	13,000
543 Pipe & Fittings	4,500
544 Meters & Fittings	13,000
400 Total Supplies	157,100
700 Other Charges	3,600
800 Capital Outlay	8,500
DEPARTMENT OF PUBLIC WORKS TOTAL	1,626,850

DEPARTMENT OF PUBLIC WORKS (cont.)

	WATER DIVISION	DPW, ALL OTHER	DPW TOTAL
100 Personal Services	267,032	590,393	857,425
200 Purchase of Services	347,750	252,475	600,225
400 Supplies	28,300	128,800	157,100
700 Other Charges	1,590	2,010	3,600
800 Capital Outlay	3,500	5,000	8,500
TOTAL	648,172	978,678	1,626,850

FY 2000
REQUEST

750 INTEREST ON DEBT
WATER FUND

Water Extension	0
Water Extension	0

900 DEBT SERVICE	0
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710 DEBT SERVICE
WATER FUND

Water Extension	0
Water Extension	0

900 DEBT SERVICE	0
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FY 2000
REQUEST

BUDGET NAME

424 STREET LIGHTS

210 Electricity	95,000
200 Total Purchase of Services	95,000

STREET LIGHTS TOTAL	95,000
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HUMAN SERVICES

FY 2000
REQUEST

BUDGET NAME

511 BOARD OF HEALTH

110 Salaries	78,920
100 Total Personal Services	78,920

BUDGET NAME	FY 2000 REQUEST
BOARD OF HEALTH (cont.)	
307 Nursing Services	1,500
345 Advertising	500
380 Misc. Contracted Services	3,000
200 Total Purchase of Services	5,000
420 Office Supplies	1,200
599 Service Supplies	1,000
400 Total Supplies	2,200
700 Other Charges	6,750
800 Capital Outlay	0
BOARD OF HEALTH TOTAL	92,870
<u>541 COUNCIL ON AGING</u>	
110 Salaries	31,523
100 Total Personal Services	31,523
340 Printing	300
341 Telephone	360
344 Postage	500
380 Misc. Contracted Services	5,700
200 Total Purchase of Services	6,860
420 Office Supplies	300
599 Service Supplies	720
400 Total Supplies	1,020
700 Other Charges	475
800 Capital Outlay	0
COUNCIL ON AGING TOTAL	39,878
<u>543 VETERANS' SERVICES</u>	
110 Salaries	9,838
100 Total Personal Services	9,838
700 Other Charges	16,000
VETERANS' SERVICES TOTAL	25,838

***MOTION MADE:** To reduce the VETERAN'S SERVICES BUDGET by \$4,433 to a new total of \$21,405.

VOTED UNANIMOUSLY: To reduce the VETERAN'S SERVICES BUDGET by \$4,433 to a new total of \$21,405.

BUDGET NAME	FY 2000 REQUEST
<u>632 YOUTH COMMISSION</u>	
110 Salaries	86,275
100 Total Personal Services	86,275
380 Misc. Contracted Services	12,200
200 Total Purchase of Services	12,200
599 Service Supplies	5,000
400 Total Supplies	5,000
700 Other Charges	4,200
850 New Equipment	2,400
800 Capital Outlay	2,400
YOUTH COMMISSION TOTAL	110,075

CULTURE AND RECREATION

BUDGET NAME	FY 2000 REQUEST
<u>610 LIBRARY</u>	
110 Salaries	204,710
100 Total Personal Services	204,710
210 Electricity	12,000
211 Heat & Oil	6,000
230 Water	175
244 Building Maintenance	12,000
245 Equipment Repairs	3,000
341 Telephone	1,500
200 Total Purchase of Services	34,675
420 Office Supplies	2,000
510 Books	48,000
400 Total Supplies	50,000
700 Other Charges	3,450
850 New Equipment	1,000
859 Automation/Retrospective Conversion	3,000
800 Capital Outlay	4,000
LIBRARY TOTAL	296,835

631 RECREATION

110 Salaries	52,782
100 Total Personal Services	52,782
247 Grounds Maintenance	1,950
304 Medical Exams	0

BUDGET NAME	FY 2000 REQUEST
RECREATION (cont.)	
304 Printing	2,592
341 Telephone	0
345 Advertising	373
380 Misc. Contracted Services	1,000
200 Total Purchase of Services	5,915
512 Arts & Crafts	1,800
599 Service Supplies	400
400 Total Supplies	2,200
700 Other Charges	1,050
800 Capital Outlay	0
RECREATION TOTAL	61,947
<u>633 HISTORICAL COMMISSION</u>	
340 Printing	225
344 Postage	300
380 Misc. Contracted Services	1,500
200 Total Purchases of Services	2,025
420 Office Supplies	300
400 Total Supplies	300
700 Other Charges	0
HISTORICAL COMMISSION TOTAL	2,325
INSURANCE	

BUDGET NAME	FY 2000 REQUEST
<u>900 INSURANCE</u>	
174 Workers' Compensation	0
100 Total Personal Services	0
170 Blue Cross - Health	37,993
171 HMO - Health	921,123
173 Dental - Health	76,301
100 Total Personal Services	1,035,417
172 Group Life Insurance	7,154
100 Total Personal Services	7,154
301 Consulting Services	11,000
200 Total Purchase of Services	11,000
742 Liability Package Policy	57,400
746 Police/Fire Accident	18,900
750 Youth Director	450

BUDGET NAME	FY 2000 REQUEST
INSURANCE (cont.)	
751 Medicare	70,000
753 Social Security	37,000
754 Umbrella Insurance	0
700 Other Charges and Expenses	183,750
INSURANCE TOTAL	1,237,321

DEBT AND INTEREST

BUDGET NAME	FY 2000 REQUEST
750 INTEREST ON DEBT <u>GENERAL FUND</u>	
Library	0
Finn School	397,691
Underground Storage Tanks	8,886
Land Purchase	0
DPW Garage	22,214
Middle School	419,425
900 DEBT SERVICE	848,216
710 DEBT SERVICE <u>GENERAL FUND</u>	
Library	0
Finn School	465,000
Underground Storage Tanks	100,000
Land Purchase	0
DPW Garage	100,000
Middle School	475,000
MWPAT	11,112
900 DEBT SERVICE	1,151,112
	<u>-11,112</u>
	1,140,000

*MOTION MADE: To reduce the DEBT SERVICE GENERAL FUND BUDGET by \$11,112 to a new total of \$1,140,000.

VOTED UNANIMOUSLY: To reduce the DEBT SERVICE GENERAL FUND BUDGET by \$11,112 to a new total of \$1,140,000.

BUDGET NAME	FY 2000 REQUEST
<u>RESERVE FUND</u>	100,000

SCHOOL DEPARTMENT

BUDGET NAME	FY 2000 REQUEST
<u>SOUTHBOROUGH SCHOOLS</u>	
REGULAR DAY PROGRAMS	
<u>ADMINISTRATION</u>	
School Committee	19,710
Superintendent's Office	101,045
Administrative Support	78,250
<u>INSTRUCTION</u>	
Supervision	27,200
Principals	346,896
Teaching	3,736,765
Professional Development	51,300
Textbooks	49,458
Instructional Hardware & Software	131,091
Library Services	150,911
Audio/Visual Services	12,697
Guidance Services	127,388
<u>OTHER STUDENT SERVICES</u>	
Personnel Services	500
Health Services	84,865
Transportation	162,832
Food Services	0
Student Body Activities	18,760
<u>OPERATION & MAINTENANCE OF BUILDING</u>	
Operation of Buildings	546,100
Maintenance of Buildings	111,854
Extraordinary Maintenance	0
Networking & Telecommunications	31,820
<u>FIXED CHARGES</u>	
Early Retirement Liability	10,750
Rentals & Leases	19,248
<u>ACQUISITION & REPLACEMENT OF FIXED ASSETS</u>	
Routine Additional Equipment	0
Capital Technology	0
Equipment Replacement	0
<u>TUITION, OTHER PUBLIC SCHOOL</u>	
Vocational Education	9,950
REGULAR DAY PROGRAMS	5,829,390

BUDGET NAME

FY 2000
REQUEST

SOUTHBOROUGH SCHOOLS (cont.)

SPECIAL EDUCATION PROGRAMS – CHAPTER 766

INSTRUCTION

Director	60,612
Teaching	662,081
Professional Development	3,500
Instructional Hardware & Software	3,500
Psychological Services	123,161

OTHER STUDENT SERVICES

Health Services	60,000
Transportation	64,000

OPERATION & MAINTENANCE OF BUILDINGS

Operation of Buildings	1,000
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MAINTENANCE/ACQUISITION OF EQUIP SPED

3,000

PROGRAMS, OTHER SYSTEMS IN MASSACHUSETTS

Tuition, Out	353,000
Transportation, Out	0

PROGRAMS, MEMBERS OF COLLABORATIVE

Assabet Collaborative Assessment	75,500
Tuition Out	0
Transportation Out	0

SPECIAL EDUCATION – CHAPTER 766

1,409,354

SUMMARY

REGULAR DAY PROGRAMS	5,829,390
SPECIAL EDUCATION – CHAPTER 766	1,409,354
PROJECTED TRANS. AND PERS. INCREASES	<u>894,303</u>

GRAND TOTAL OPERATING BUDGET

8,133,047
<u>- 225,353</u>
7,907,694

*MOTION MADE: To reduce the GRAND TOTAL OPERATING BUDGET by \$225,353 to a new total of \$7,907,694.

VOTED UNANIMOUSLY: To reduce the GRAND TOTAL OPERATING BUDGET by \$225,353 to a new total of \$7,907,694.

BUDGET NAME	FY 2000 REQUEST
<u>ALGONQUIN REGIONAL HIGH SCHOOL</u>	
REGULAR DAY PROGRAMS	
<u>ADMINISTRATION</u>	
School Committee	46,430
Superintendent's Office	101,152
Administrative Support	74,473
<u>INSTRUCTION</u>	
Supervision	50,248
Principals	433,737
Teaching	3,646,390
Professional Development	58,200
Textbooks	70,377
Instructional Equipment	89,050
Library Services	126,170
Audio/Visual Services	6,750
Guidance Services	290,815
<u>OTHER STUDENT SERVICES</u>	
Psychological	500
Health Services	59,411
Transportation	453,900
Food Services	0
Athletics	0
Athletic/ Student Body Activities	428,616
<u>OPERATION/MAINTENANCE OF BUILDINGS</u>	
Operation of Buildings	471,268
Maintenance of Buildings	117,615
Extraordinary Maintenance	0
Networking & Telecommunications	50,100
<u>FIXED CHARGES</u>	
Early Retirement Liability	170,368
Insurance	723,104
Rentals & Leases	50,621
<u>ACQUISITION & REPLACEMENT OF FIXED ASSETS</u>	
Routine Additional Equipment	0
Capital Technology	0
Equipment Replacement	0
<u>TUITION, OTHER PUBLIC SCHOOLS</u>	
Vocational Education	51,149
TOTAL EXPENDITURES, REGULAR DAY PROGRAMS	7,570,444
SPECIAL EDUCATION PROGRAMS -- 766	
<u>INSTRUCTION</u>	
Director	60,424
Teaching	349,190
Professional Development	2,400

BUDGET NAME	FY 2000 REQUEST
ALGONQUIN REGIONAL HIGH SCHOOL (cont.)	
Instructional Hardware & Software	2,000
Psychological Service	38,268
<u>OTHER STUDENT SERVICES</u>	
Health Services	2,500
Transportation	30,000
<u>OPERATION & MAINTENANCE OF BUILDINGS</u>	
Equipment Maintenance	1,850
<u>PROGRAMS, OTHER SYSTEMS IN MASSACHUSETTS</u>	
Tuition, Out	110,000
Transportation, Out	0
<u>PROGRAMS, MEMBER OF COLLABORATIVE</u>	
Assabet Collaborative Assessment	81,200
Tuition, Out	0
Transportation, Out	0
SPECIAL EDUCATION – CHAPTER 766	677,832
SUMMARY	
REGULAR DAY PROGRAMS	7,570,444
SPECIAL EDUCATION – CHAPTER 766	677,832
TRANS. & PERS. PROJECTED INCREASES	<u>739,845</u>
GRAND TOTAL OPERATING BUDGET	8,988,121

**NORTHBOROUGH – SOUTHBOROUGH REGIONAL SCHOOL DISTRICT
FY 2000 BUDGET & ASSESSMENTS – DEPT OF ED RECOMMENDED METHOD
PRELIMINARY**

67.18% 32.82%
Northboro Southboro

Step 1 Tentative Budget (FY 2000)		8,988,121		
Less Transportation	607,358			
Trans.-SPED	<u>30,000</u>	637,358		
Less Fixed Charge, Health Ins., Retirees (Included in Net School Spending budget)		<u>0</u>		
Net School Spending		8,350,763		
Less revenues		<u>0</u>		
Subtotal		8,350,763	5,609,812	2,740,951
Less Chapter 70 Aid (Preliminary figures)		1,457,594	993,642	463,952
Less State Ward Reimbursement		<u>0</u>		
Net Budget		6,893,169	4,630,641	2,262,528
Step 2 Minimum Local Contribution as required by Ed Reform		6,169,017	4,235,382	1,933,635
Step 3 Difference between Min Local Contrib & Net Budget balance		724,152		
Step 4 Apportion Amount in Step 3 between towns			486,465	237,687
Step 5 Transportation Budget	637,358			
Less Transportation Aid (Preliminary figures)	<u>478,450</u>			
Apportion Net Transportation Budget		158,908	106,750	52,158
Step 6 Other Operational Costs	0			
Less Revenues	<u>0</u>			
Apportion Net Other Operational Costs		0	0	0
Step 7 Capital Budget (existing debt service), apportioned		270,411	186,584	83,827
Step 8 Total assessments, Min. Local Contrib plus apportionments		7,322,488	5,015,181	2,307,307
Step 9 Excess & Deficiency Offset		125,000	83,972	41,028
FY 2000 ASSESSMENTS		<u>7,197,488</u>	<u>4,931,209</u>	<u>2,266,279</u>
				<u>-27,974</u>
				2,238,305

***MOTION MADE:** To reduce the SOUTHBOROUGH ALGONQUIN REGIONAL HIGH SCHOOL ASSESSMENT by \$27,974 to a new total of \$2,238,305.

MOTION VOTED UNANIMOUSLY: To reduce the SOUTHBOROUGH ALGONQUIN REGIONAL HIGH SCHOOL ASSESSMENT by \$27,974 to a new total of \$2,238,305.

Assessment Comparison:

Assessment Comparison:

FY 99 Assessments	<u>6,511,859</u>	4,475,201	2,036,658
Dollar Increase	685,629	456,008	229,621
Percent Increase	10.53%	10.19%	11.27%

1 Apportioned by Department of Education - PRELIMINARY

2 Apportioned by enrollment at date of loan - see "Maturing Debt Assessments"

The debt figure will need to be adjusted when the FY99 borrowing interest rate is finalized by March 15, 1999

BUDGET NAME	FY 2000 REQUEST
<u>ASSABET VALLEY REG. VOC. SCHOOL</u>	
SCHOOL COMMITTEE	82,108
SUPERINTENDENT & BUSINESS OFFICE	350,078
INSTRUCTION SUPERVISION	275,876
PRINCIPAL OFFICE	120,440
INSTRUCTION & SUPPLIES	5,059,473
TEXTBOOKS	53,000
LIBRARY SERVICES	95,675
MULTI-MEDIA	46,593
GUIDANCE SERVICES	328,022
ATTENDANCE	21,907
HEALTH SERVICES	52,586
TRANSPORTATION CONTRACTS	754,700
TRANSPORTATION SPORTS - FIELD TRIPS	33,251
ATHLETICS PROGRAM	217,130
STUDENT BODY ACTIVITIES	62,866
OPERATION OF PLANT	1,085,942
MAINTENANCE OF PLANT	278,000
HEALTH-LIFE-MEDICARE INSURANCE	566,750
OTHER INSURANCES	171,745
LEASE OF EQUIPMENT	25,000
ACQUISITION OF FIXED ASSETS	150,500
VOCATIONAL DAY OPERATING BUDGET	9,831,642
RIGHT TO KNOW - ASBESTOS AUDIT	10,000
SINGLE AUDIT REQUIREMENT	10,000
RIGHT TO KNOW - AUDIT BUDGET	20,000

BUDGET NAME	FY 2000 REQUEST
ASSABET VALLEY REG.VOC.SCHOOL (cont.)	
CAPITAL PROJECT ROOF (P&I)	0
SPECIAL NEEDS	616,279
TOTAL BUDGET	10,467,921
LESS ANTICIPATED AID & TRANSFERS	4,604,149
LESS CHAPTER 515 ROOF BOND	0
TOTAL ASSESSMENT TO COMMUNITIES	5,863,772
SOUTHBORO ASSESSMENT	95,188

MOTION MADE: That the Town raise a sum of money not to exceed the sum of \$19,136,846 as may be necessary, for the Town's use, and make appropriations of the same.

Transfer from the Cemetery Trust Fund \$15,000

Transfer from Free Cash \$1,000,000

Transfer from Overlay Reserve \$75,000

That the balance of \$18,046,846 be raised and appropriated.

ARTICLE 31: To see if the Town will vote to raise and appropriate or transfer from available funds and appropriate, the sum of \$36,000 to be used for contracted services to finish an incomplete historical inventory of significant homes and municipal buildings as mandated by the Massachusetts Historical Commission, or do or act anything in relation thereto. (The State will reimburse 60% of the funding.)

MOTION MADE: That the Town raise and appropriate the sum of \$30,000 to be used for contracted services to finish an incomplete historical inventory of significant homes and municipal buildings as mandated by the Massachusetts Historical Commission. (The State will reimburse 60% of the funding.)

MOTION: (as stated above) **VOTED UNANIMOUSLY.**

ARTICLE 32: To see if the Town will vote to raise and appropriate, or transfer from available funds and appropriate, the sum of \$1,200 toward the purchase and installation of a sign to be placed in front of the Fayville Village Hall building, or do or act anything in relation thereto.

MOTION MADE: That the Town raise and appropriate the sum of \$1,200 toward the purchase and installation of a sign to be placed in front of the Fayville Village Hall building.

MOTION: (as stated above) **VOTED UNANIMOUSLY.**

ARTICLE 33: To see if the Town will vote to raise and appropriate, or transfer from available funds and appropriate, the sum of \$900 to purchase an outdoor public address system for Memorial Day, or do or act anything in relation thereto.

MOTION MADE: To postpone indefinitely.

MOTION: (as stated above) **VOTED UNANIMOUSLY.**

ARTICLE 34: To see if the Town will vote to raise and appropriate, transfer from available funds and appropriate, the sum of \$25,000 to purchase a new flagpole to replace the existing one next to the Town House, or do or act anything in relation thereto.

MOTION MADE: That the Town raise and appropriate the sum of \$25,000 to purchase a new flagpole to replace the existing one next to the Town House.

MOTION: PASSED BY MAJORITY VOTE.

ARTICLE 35: To see if the Town will vote to raise and appropriate or transfer from available funds and appropriate, the sum of \$8,000 for the purpose of updating the Town's zoning maps, or do or act anything in relation thereto.

MOTION MADE: That the Town raise and appropriate the sum of \$8,000 for the purpose of updating the Town's zoning maps.

MOTION: (as stated above) VOTED UNANIMOUSLY.

ARTICLE 36: To see if the Town will vote to raise and appropriate, or transfer from available funds and appropriate, a sum of money to be deposited in the Stabilization Fund to be held and administered in accordance with the provisions of Massachusetts General Laws, Chapter 40, Section 5b, or do or act anything in relation thereto.

MOTION MADE: That the Town transfer from free cash and appropriate, \$300,000 to be deposited in the Stabilization Fund to be held and administered in accordance with the provisions of Massachusetts General Laws, Chapter 40, Section 5b.

MOTION: (as stated above) VOTED UNANIMOUSLY.

ARTICLE 37: To see if the Town will vote to raise and appropriate or transfer from available funds and appropriate a sum of money to fund a Workers' Compensation Claim Reserve Fund as per Massachusetts General Laws, Chapter 40, Section 13C, or do or act anything in relation thereto.

MOTION MADE: That the Town raise and appropriate the sum of \$15,000 to fund a Workers' Compensation Claim Reserve Fund as per Massachusetts General Laws, Chapter 40, Section 13C.

MOTION: (as stated above) VOTED UNANIMOUSLY.

ARTICLE 38: To see if the Town will vote to raise and appropriate or transfer from any available funds and appropriate, or borrow and appropriate, the sum of \$12,000 for the FY 2000 capital equipment projects at the Southborough Public Schools, or do or act anything in relation thereto.

MOTION MADE: That the Town raise and appropriate the sum of \$4,000 for the FY 2000 capital equipment projects at the Southborough Public Schools.

MOTION: (as stated above) VOTED UNANIMOUSLY.

ARTICLE 39: To see if the Town will vote to raise and appropriate or transfer from any available funds and appropriate, or borrow and appropriate, the sum of not to exceed \$96,000 for the FY 2000 capital building maintenance projects at the Southborough Public Schools, or do or act anything in relation thereto.

MOTION MADE: That the Town raise and appropriate the sum of \$58,000 for the FY 2000 capital building maintenance projects at the Southborough Public Schools.

MOTION: (as stated above) VOTED UNANIMOUSLY.

ARTICLE 40: To see if the Town will vote to authorize borrowing by the Northborough-Southborough Regional School Committee, in accordance with Massachusetts General Laws, Chapter 71, Section 16(d), as amended, or for the Town of Southborough to raise and appropriate or transfer from any available funds and appropriate, or borrow and appropriate, their share of the sum of \$136,050 for the purpose of equipment purchases of a capital nature for the FY 2000 installment of the multiyear technology update at Algonquin Regional High School, or do or act anything in relation thereto.

MOTION MADE: That the Town authorize borrowing by the Northborough-Southborough Regional School Committee, in accordance with Massachusetts General Laws, Chapter 71, Section 16(d), as amended, or borrow and appropriate, their share of the sum of \$136,050 for the purpose of equipment purchases of a capital nature for the FY 2000 installment of the multiyear technology update at Algonquin Regional High School. (2/3 Vote required)

MOTION: (as stated above) **VOTED UNANIMOUSLY.**

ARTICLE 41: To see if the Town will vote to raise and appropriate or transfer from any available funds and appropriate, or borrow and appropriate, the sum of not to exceed \$93,600 for the FY 2000 installment of the multiyear technology update in all the Southborough Public Schools, or do or act anything in relation thereto.

MOTION MADE: That the Town raise and appropriate the sum of \$75,500 for the FY 2000 installment of the multiyear technology update in all the Southborough Public Schools.

MOTION: (as stated above) **VOTED UNANIMOUSLY.**

MOTION MADE: To discuss Article 42 and Article 43.

MOTION: (as stated above) **VOTED UNANIMOUSLY.**

ARTICLE 42: To see if the Town will authorize and instruct the Moderator to appoint and empower a temporary School Building Planning Committee of seven members which will include at least one member of the School Committee to present proposals to the Town no later than the April 2000 Annual Town Meeting, to accommodate the enrollment needs of the Southborough Schools K-8, including costs and benefits associated with renovation, addition, and new construction, including site selection and testing, if necessary, or do or act anything in relation thereto.

This would create a temporary school building planning committee to plan and present proposals to the town and leave the appointment of the building committee that would oversee construction to the Town Meeting that approves the project.

MOTION MADE: That the Town authorize and instruct the Moderator to appoint and empower a temporary School Building Planning Committee of seven members which will include at least one member of the School Committee to present proposals to the Town no later than the April 2000 Annual Town Meeting, to accommodate the enrollment needs of the Southborough Schools K-8, including costs and benefits associated with renovation, addition, and new construction, including site selection and testing, if necessary.

MOTION: (as stated above) **VOTED UNANIMOUSLY.**

ARTICLE 43: To see if the Town will vote to raise and appropriate or transfer from any available funds and appropriate, or borrow and appropriate, the sum of \$30,000 for the costs associated with the planning and diagnostic testing needed by the temporary School Building Planning Committee in order to present proposals to the Town, or do or act anything in relation thereto.

MOTION MADE: That the Town raise and appropriate the sum of \$20,000 for the costs associated with the planning and diagnostic testing needed by the temporary School Building Planning Committee in order to present proposals to the Town.

MOTION: (as stated above) **VOTED UNANIMOUSLY.**

ARTICLE 44: To see if the Town will vote to raise and appropriate, or transfer from available funds and appropriate, or borrow and appropriate additional funds to complete the Trottier Middle School construction, Neary School site improvements and the Finn School renovation and addition project, or do or act anything in relation thereto.

MOTION MADE: Postpone indefinitely.

MOTION: (as stated above) VOTED UNANIMOUSLY.

ARTICLE 45: To see if the Town will vote to raise and appropriate or transfer from available funds and appropriate, or borrow and appropriate, the sum of \$197,000.00 for the purpose of purchasing one new Fire Engine (pumping) and equipping the same for the Fire Department, or do or act anything in relation thereto.

MOTION MADE: That the Town raise and appropriate the sum of \$197,000 for the purpose of purchasing one new Fire Engine (pumping) and equipping the same for the Fire Department.

MOTION: (as stated above) VOTED UNANIMOUSLY.

ARTICLE 46: To see if the Town will vote to raise and appropriate, transfer from available funds and appropriate, or borrow and appropriate, a sum of money for the renovation or construction of outdoor recreation facilities, or do or act anything in relation thereto.

MOTION MADE: That the Town raise and appropriate the sum of \$40,635 for the renovation or construction of outdoor recreation facilities.

MOTION: PASSED BY MAJORITY VOTE.

ARTICLE 48: To see if the Town will vote to transfer control and management of 24,303 square feet of Town property, formerly known as the Waller property on Parkerville Road (Assessors' Map 35, Lot 35), from general Town purposes to Southborough School Committee, or do or act anything in relation thereto.

MOTION MADE: Postpone indefinitely.

MOTION: (as stated above) VOTED UNANIMOUSLY.

ARTICLE 49: To see if the Town will vote to accept the provisions of M.G.L. Chapter 41, Section 108L, the Career Incentive Pay Program for Police Officers (also known as the Quinn Bill), which provides for a percentage increase in base salary based on the completion of degrees by full-time police officers, effective July 1, 1999, or do or act anything in relation thereto.

MOTION MADE: That the Town accept the provisions of M.G.L. Chapter 41, Section 108L, the Career Incentive Pay Program for Police Officers (also known as the Quinn Bill), which provides for a percentage increase in base salary based on the completion of degrees by full-time police officers, effective July 1, 1999.

MOTION: (as stated above) VOTED UNANIMOUSLY.

ARTICLE 50: To see if the Town will vote to adopt a nonbinding resolution requesting the Assessors to utilize guidelines in determining hardship real estate tax exemptions under Mass. General Laws, Chapter 59, Section 5, Clause 18; or do or act anything in relation thereto.

MOTION MADE: That the Town adopt a nonbinding resolution requesting the Assessors to utilize guidelines in determining hardship real estate tax exemptions under Mass. General Laws, Chapter 59, Section 5, Clause 18.

MOTION: (as stated above) VOTED UNANIMOUSLY.

ARTICLE 51: To see if the Town will vote to amend Chapter 41, Town Meeting, Article I, Misc. Provisions, Section 41-1 A Hours, of the Code of the Town of Southborough, by deleting "second Monday of April at seven p.m." and replace with the following: "the first Saturday of April at ten o'clock a.m., or do or act anything in relation thereto.

MOTION MADE: That the Town amend Chapter 41, Town Meeting, Article I, Misc. Provisions, Section 41-1 A Hours, of the Code of the Town of Southborough, by deleting "second Monday of April at seven p.m." and replace with the following: "the first Saturday of April at ten o'clock a.m.

MOTION: DEFEATED BY MAJORITY VOTE.

MOTION MADE: To see if the Town would group Article 52, Article 53, Article 54, Article 55, Article 56, Article 57 and Article 58 together for the purpose of voting on them as one motion.

MOTION: (as stated above) **VOTED UNANIMOUSLY.**

MOTION MADE: To postpone Article 52, Article 53, Article 54, Article 55, Article 56, Article 57 and Article 58 indefinitely.

MOTION: (as stated above) **VOTED UNANIMOUSLY.**

ARTICLE 52: To see if the Town will vote to accept as a public way Nathan Stone Road described on a plan entitled "Road Acceptance Plan of Land" dated 12/18/98 by MetroWest Engineering of Framingham, MA, or do or act anything in relation thereto.

MOTION MADE: To postpone indefinitely.

MOTION: (as stated above) **VOTED UNANIMOUSLY.**

ARTICLE 53: To see if the Town will accept a gift of land described as Parcels C & D on the subdivision plans entitled "Edgewood Crossing" prepared by MetroWest Engineering, Inc. dated August 15, 1994 and revised through October 7, 1994, and further described in the Southborough Assessors' records as Map 10, Parcels 24 & 101. The land, currently owned by Boylston Street Trust, totaling approximately eleven (11) acres, shall be placed under the jurisdiction of the Southborough Conservation Commission, or do or act anything in relation thereto.

MOTION MADE: To postpone indefinitely.

MOTION: (as stated above) **VOTED UNANIMOUSLY.**

ARTICLE 54: To see if the Town will vote to accept as a public way Whistler Lane described on a plan entitled "Plan of Acceptance, Whistler Lane" dated February 4, 1999 by Highland Land Surveyors, Inc. of Marlborough, MA, or do or act anything in relation thereto.

MOTION MADE: To postpone indefinitely.

MOTION: (as stated above) **VOTED UNANIMOUSLY.**

ARTICLE 55: To see if the Town will vote to accept as a public way Hidden Meadow Lane described on a plan entitled "Acceptance Plan of Hidden Meadow Lane" prepared by Allen Paige RPE, RPL, dated February 22, 1999, or do or act anything in relation thereto

MOTION MADE: To postpone indefinitely.

MOTION: (as stated above) **VOTED UNANIMOUSLY.**

ARTICLE 56: To see if the Town will vote to accept as a public way Fitzgerald Lane described on a plan entitled "Road Acceptance Plan of Land" dated February 18, 1999 by Eastern Land Survey Associates, Inc. of Peabody, MA, or do or act anything in relation thereto.

MOTION MADE: To postpone indefinitely.

MOTION: (as stated above) **VOTED UNANIMOUSLY.**

ARTICLE 57: To see if the Town will vote to accept as a public way Stockwell Lane described on a plan entitled "Road Acceptance Plan of Land" dated February 18, 1999 by Eastern Land Survey Associates, Inc. of Peabody, MA, or do or act anything in relation thereto.

MOTION MADE: To postpone indefinitely.

MOTION: (as stated above) VOTED UNANIMOUSLY.

ARTICLE 58: To see if the Town will vote to accept a gift of land described as Open Space on the subdivision plans entitled "The Highlands" prepared by MetroWest Engineering, Inc. dated February 6, 1995 and revised through April 28, 1995, and further described in the Southborough Assessors' records as Map 8, Parcel 103. The land, currently owned by Atwood Road Realty Trust, totaling approximately 11.46 acres, shall be placed under the jurisdiction of the Conservation Commission, or do or act anything in relation thereto.

MOTION MADE: To postpone indefinitely.

MOTION: (as stated above) VOTED UNANIMOUSLY.

ARTICLE 59: To see if the Town will vote to accept as a public way Devine Lane described on a plan entitled "Roadway Acceptance Plan" dated January 29, 1999 by Sullivan, Connors and Associates, Inc. of Sudbury, MA, or do or act anything in relation thereto.

MOTION MADE: That the Town accept as a public way Devine Lane described on a plan entitled "Roadway Acceptance Plan" dated January 29, 1999 by Sullivan, Connors and Associates, Inc. of Sudbury, MA.

MOTION DEFEATED BY MAJORITY VOTE.

MOTION MADE: To see if the Town would group Article 60, Article 61 and Article 62 together for the purpose of voting on them as one motion.

MOTION: (as stated above) VOTED UNANIMOUSLY.

MOTION MADE: To postpone indefinitely.

MOTION: (as stated above) VOTED UNANIMOUSLY.

ARTICLE 60: To see if the Town will vote to amend the Zoning Code of the Town of Southborough by changing the following described areas from **Residence A District (RA)** to **Highway Business District (BH)**:

Land on the south side of Route 9 near the Framingham Town line identified in the Southborough Assessors' records as Map 39, Parcels 28 and 29 being approximately 21 acres, currently owned by Denson L. Satterfield, Jr. and Carol E. Satterfield and Map 31, Parcel 31, being approximately 9 acres and currently owned by Leo F. and Josephine J. Bartolini

, and to amend the zoning map accordingly, or do or act anything in relation thereto.

MOTION MADE: To postpone indefinitely.

MOTION: (as stated above) VOTED UNANIMOUSLY.

ARTICLE 61: To see if the Town will vote to amend the Zoning Code of the Town of Southborough by changing the following described areas from **Residence A District (RA)** to **Highway Business District (BH)**:

Land on the south side of Route 9 near the Framingham Town line identified in the Southborough Assessors' records as Map 39, Parcels 28 and 29 being approximately 21 acres, currently owned by Denson L. Satterfield, Jr. and Carol E. Satterfield,
and to amend the zoning map accordingly, or do or act anything in relation thereto.

MOTION MADE: To postpone indefinitely.

MOTION: (as stated above) VOTED UNANIMOUSLY.

ARTICLE 62: To see if the Town will vote to amend the Zoning Code of the Town of Southborough by changing the following described areas from **Residence A District (RA) to Highway Business District (BH)**:

Land on the south side of Route 9 near the Framingham Town line identified in the Southborough Assessors records as Map 31, Parcel 31, being approximately 9 acres and currently owned by Leo F. and Josephine J. Bartolini,
and to amend the zoning map accordingly, or do or act anything in relation thereto.

MOTION MADE: To postpone indefinitely.

MOTION: (as stated above) **VOTED UNANIMOUSLY.**

ARTICLE 63: To see if the Town will vote to amend the Zoning Code of the Town of Southborough by changing the following described areas from **Residence B District (RB) to Highway Business District (BH)**:

Land on the south side of Route 9 and on the east and west side of Brook Lane identified in the Southborough Assessors' records as Map 39, Parcels, 30, 31, 35, 36, 37, 38, 39, 41, 42, 43, 44, 45, 47 and 48 being approximately 7.5 acres.

and to amend the zoning map accordingly, or do or act anything in relation thereto.

MOTION MADE: To postpone indefinitely.

MOTION: (as stated above) **PASSED BY MAJORITY VOTE.**

ARTICLE 64: To see if the Town will vote to amend the Code of the Town of Southborough, Zoning Article III, Section 174-8.2 Residential A District subsection D.(6) Irregular Shaped Lots, to read as follows:

In the RA District, no lot shall be considered a building lot unless the center of a seventy-five (75) foot diameter circle can be passed along a continuous line from the lot frontage to the rear yard setback without the circumference intersecting any lot lines and unless the center of the 75 foot diameter circle can be passed along forty percent (40%) of the required frontage without the circumference intersecting any side or rear lot line. This subsection D(6) shall not apply to an existing lot or existing dwelling for which a building permit has been issued as of the effective date of adoption of this subsection D(6), or to any alteration, extension or structural change thereto.

And to amend Section 174-8.3 Residential B District subsection D(6) Irregular Shaped Lots to read as follows:

In the RB District, no lot shall be considered a building lot unless the center of a sixty-two and five tenths (62.5) foot diameter circle can be passed along a continuous line from the lot frontage to the rear yard setback without the circumference intersecting any lot lines and unless the center of the 62.5 foot diameter circle can be passed along forty percent (40%) of the required frontage without the circumference intersecting any side or rear lot line. This subsection D(6) shall not apply to an existing lot or existing dwelling for which a building permit has been issued as of the effective date of adoption of this subsection D(6), or to any alteration, extension or structural change thereto.

or do or act anything in relation thereto.

MOTION MADE: That the Town amend the Code of the Town of Southborough, Zoning Article III, Section 174-8.2 Residential A District subsection D.(6) Irregular Shaped Lots, to read as follows:

In the RA District, no lot shall be considered a building lot unless the center of a seventy-five (75) foot diameter circle can be passed along a continuous line from the lot frontage to the rear yard setback without the circumference intersecting any lot lines and unless the center of the 75 foot diameter circle can be passed along forty percent (40%) of the required frontage without the circumference intersecting any side or rear lot line. This subsection D(6) shall not apply to an existing lot or existing dwelling for which a building permit has been issued as of the effective date of adoption of this subsection D(6), or to any alteration, extension or structural change thereto.

And to amend Section 174-8.3 Residential B District subsection D(6) Irregular Shaped Lots to read as follows:

In the RB District, no lot shall be considered a building lot unless the center of a sixty-two and five tenths (62.5) foot diameter circle can be passed along a continuous line from the lot frontage to the rear yard setback without the circumference intersecting any lot lines and unless the center of the 62.5 foot diameter circle can be passed along forty percent (40%) of the required frontage without the circumference intersecting any side or rear lot line. This subsection D(6) shall not apply to an existing lot or existing dwelling for which a building permit has been issued as of the effective date of adoption of this subsection D(6), or to any alteration, extension or structural change thereto. (2/3 vote required)

MOTION: PASSED (as stated above) UNANIMOUSLY.

ARTICLE 65: To see if the Town will vote to amend the Code of the Town of Southborough, Zoning Article III, Section 174-13.2., Major Residential Development subsection B. Objectives by adding (9) to read as follows:

Encourage the development of passive and active recreation facilities.

And further amend subsection D.(5) Multifamily requirements (e) Open Space to read as follows:

To assure environmental benefit from the compact development which multifamily development facilitates, the site area which shall be preserved in a natural state, exclusive of wetlands, shall be a minimum of ten percent (10%) and shall increase in direct proportion to the percentage of multifamily units, up to a maximum requirement of twenty percent (20%) preserved area. In addition, a minimum of thirty-five percent (35%) overall shall be dedicated as common open space. Where appropriate, open space not to be preserved in its natural state shall be utilized for recreation to serve the needs of the Town.

And further amend subsection G. Decision by adding (2)(a)[5] to read as follows:

Where appropriate, and not detrimental to the natural features of the site, open space shall be utilized for recreation to serve Town needs.

, or do or act anything in relation thereto.

MOTION MADE: That the Town amend the Code of the Town of Southborough, Zoning Article III, Section 174-13.2., Major Residential Development subsection B. Objectives by adding (9) to read as follows:

Encourage the development of passive and active recreation facilities.

And further amend subsection D.(5) Multifamily requirements (e) Open Space to read as follows:

To assure environmental benefit from the compact development which multifamily development facilitates, the site area which shall be preserved in a natural state, exclusive of wetlands, shall be a minimum of ten percent (10%) and shall increase in direct proportion to the percentage of multifamily units, up to a maximum requirement of twenty percent (20%) preserved area. In addition, a minimum of thirty-five percent (35%) overall shall be dedicated as common open space. Where appropriate, open space not to be preserved in its natural state shall be utilized for recreation to serve the needs of the Town.

And further amend subsection G. Decision by adding (2)(a)[5] to read as follows:

Where appropriate, and not detrimental to the natural features of the site, open space shall be utilized for recreation to serve Town needs. (2/3 vote required)

MOTION: PASSED BY THE FOLLOWING HAND COUNT VOTE: YES: 8 NO: 1.

ARTICLE 66: To see if the Town will vote to amend the Code of the Town of Southborough, Zoning Article 1 Section 174-2 Definitions subsection B. by adding the following definition:

Open Space – Open Space shall mean that portion of the lot area that is not covered by any structure and not used for drives, parking, storage or display. Wetlands, ponds and man-made retention areas shall not be considered open space for the purpose of calculating the requirements of this bylaw. Subsurface sewage disposal systems shall not be allowed within

designated open space except that areas designated for reserve or expansion of an individual or shared system shall be allowed only if in the opinion of the Board of Health no other options are available or if in the opinion of the Planning Board it would be beneficial to the overall layout of the development. All open space shall be stabilized with natural vegetative cover. Open space shall be permanently protected by recorded deed, or do or act anything in relation thereto.

MOTION MADE: That the Town amend the Code of the Town of Southborough, Zoning Article I Section 174-2 Definitions subsection B. by adding the following definition:

Open Space – Open Space shall mean that portion of the lot area that is not covered by any structure and not used for drives, parking, storage or display. Wetlands, ponds and man-made drainage flow control areas shall not be considered open space for the purpose of calculating the requirements of this bylaw. Subsurface sewage disposal systems shall not be allowed within designated open space except that areas designated for reserve or expansion of an individual or shared system shall be allowed only if in the opinion of the Board of Health no other options are available or if in the opinion of the Planning Board it would be beneficial to the overall layout of the development. All open space shall be stabilized with natural vegetative cover. Open space shall be permanently protected by recorded deed. (2/3 vote required)

MOTION: PASSED (as stated above) UNANIMOUSLY.

ARTICLE 68: To see if the Town will authorize the collection of at least 50% of the Town taxes that were forgiven by the Town in allowing a piece of land to have a 61A exemption if the Town does not buy the property. A majority vote at Town Meeting can allow the property to be sold without collecting past due exempted taxes. This warrant article will become effective 120 days from passage, or do or act anything in relation thereto.

MOTION MADE: To postpone indefinitely.

MOTION: (as stated above) VOTED UNANIMOUSLY.

ARTICLE 69: To see if the Town will authorize the Board of Assessors to use free cash in the Town treasury, and if so, what sum for the purpose of reducing the amount to be raised and appropriated and assessed as taxes in the fiscal year beginning July 1, 1999 and ending June 30, 2000, or do or act anything in relation thereto.

MOTION MADE: To postpone indefinitely.

MOTION: PASSED (as stated above) UNANIMOUSLY.

At 11:09 PM on Thursday, April 15, 1999 it was MOVED and UNANIMOUSLY VOTED to DISSOLVE the Annual Town Meeting of April 12, 1999 and the Adjourned Session of Thursday, April 15, 1999.

A true copy:

Attest: _____

PAUL J. BERRY, TOWN CLERK

ANNUAL TOWN ELECTION

MAY 10, 1999

TOWN CLERK 1 year

Paul J. Berry	644
All Others	1
Blanks	92
Total	737

TOWN MODERATOR 1 year

John H. Wilson	621
All Others	1
Blanks	115
Total	737

BOARD OF SELECTMEN 3 years

David A. Coombs	558
All Others	6
Blanks	143
Total	737

BOARD OF ASSESSORS 3 years

Paul R. Nelson	77
All Others	117
Blanks	620
Total	737

SCHOOL COMMITTEE 3 years

Frank A. Fazio	459
Dorothy Dolly Ryan	468
All Others	5
Blanks	542
Total	1474

NORTHBOROUGH/SOUTHBOROUGH REGIONAL SCHOOL DISTRICT COMMITTEE NORTHBOROUGH CANDIDATE 3 years (Southborough Vote)

George M. Boyd	408
Shirley J. Lundberg	455
All Others	3
Blanks	608
Total	1474

NORTHBOROUGH/SOUTHBOROUGH REGIONAL SCHOOL DISTRICT COMMITTEE NORTHBOROUGH CANDIDATE 3 years (Northborough Vote)

George M. Boyd	1091
Shirley J. Lundberg	1142
All Others	16
Blanks	675
Total	2924

NORTHBOROUGH/SOUTHBOROUGH REGIONAL SCHOOL DISTRICT COMMITTEE SOUTHBOROUGH CANDIDATE 3 years (Southborough Vote)

Barry Scott Kran	298
Daniel F. Bradley, Jr.	364
Desiree Brodeur	454
Robert S. Fried	176
All Others	0
Blanks	182
Total	1474

NORTHBOROUGH/SOUTHBOROUGH REGIONAL SCHOOL DISTRICT COMMITTEE SOUTHBOROUGH CANDIDATE 3 years (Northborough Vote)

Barry Scott Kran	540
Daniel F. Bradley, Jr.	629
Desiree Brodeur	867
Robert S. Fried	234
All Others	6
Blanks	648
Total	2924

NORTHBOROUGH/SOUTHBOROUGH REGIONAL SCHOOL DISTRICT COMMITTEE NORTHBOROUGH CANDIDATE 1 year (Southborough vote)

Anthony Poteete	419
All Others	1
Blanks	318
Total	737

ANNUAL TOWN ELECTION

MAY 10, 1999

(continued)

NORTHBOROUGH/SOUTHBOROUGH REGIONAL SCHOOL DISTRICT COMMITTEE

NORTHBOROUGH CANDIDATE 1 year

(Northborough vote)

Anthony Poteete	1133
All Others	5
Blanks	324
Total	1462

BOARD OF HEALTH 3 years

Timothy P. Stone	600
All Others	1
Blanks	136
Total	737

BOARD OF LIBRARY TRUSTEES 3 years

Natalie J. Fantony	571
Marian Christin O'Neill	524
All Others	0
Blanks	379
Total	1474

PLANNING BOARD 5 years

Gail Tannenbaum	515
All Others	5
Blanks	217
Total	737

SOUTHBOROUGH HOUSING AUTHORITY 5 years

Barbara Sanchioni Armstrong	561
All Others	5
Blanks	171
Total	737

SOUTHBOROUGH HOUSING AUTHORITY 3 years

Esther Lesieur	7
All Others	24
Blanks	706
Total	737

SPECIAL TOWN MEETING JUNE 8, 1999

At the Special Town Meeting duly called and held in the P. Brent Trottier Middle School, Southborough, MA on Tuesday, June 8, 1999 at 7:00 PM the following ARTICLES were voted on in a legal manner. There was a quorum present, (150 Voters = quorum, 181 Voters were present).

Checkers:	Lydia Kiley	Janet M.E. Mattioli
	Lois Denman	Bonnie Phaneuf

The Meeting was called to order at 7:59 PM by the Town Moderator, John H. Wilson.

The following Tellers were appointed by Moderator Wilson and sworn-in by Town Clerk, Paul J. Berry:

Joseph B. Kacevich, Jr.
Barry S. Kran
William Westland
Richard Upjohn

Moderator Wilson had requests from the following non-voters to attend the Special Town Meeting:

Linda Murdock, P. Brent Trottier Middle School Principal
Robert Melican, Superintendent Southborough School Department
Robert M. Iguanti, Boylston Street Trust

There being no objections from the floor, it was voted to allow the above non-voters to remain.

The boundaries of the Auditorium were outlined by the Moderator to include all of the floor area. The cafeteria was set up for the non-registered (non-voting) public to view Town Meeting from a Television with live cable viewing of the Town Meeting.

Moderator Wilson noted the receipt of the return of the posting of the Warrant for the Special Town Meeting by the Constable.

It was voted Unanimously to waive the reading of the Special Town Meeting Warrant.

ARTICLE 1: To see if the Town will vote to accept as a public way Nathan Stone Road described on a plan entitled "Road Acceptance Plan of Land" dated 12/18/98 by MetroWest Engineering of Framingham, MA, or do or act anything in relation thereto.

MOTION MADE: That the Town accept as a public way Nathan Stone Road described on a plan entitled "Road Acceptance Plan of Land" dated 12/18/98 by MetroWest Engineering of Framingham, MA.

NATHAN STONE ROAD

Beginning at a concrete bound located on the westerly line of Edgewood Road; thence the southerly location line of this layout runs northwesterly, 47.12 feet on a curve to the left of radius 30.00 feet to a concrete bound, at a point of tangency; thence runs S75° 16' 14"W, 60.25 feet to a concrete bound, at a point of curvature; thence runs southwesterly, 175.41 feet on a curve to the left of radius 150.00 feet to a concrete bound, at a point of reverse curvature; thence runs southwesterly 371.21 feet on a curve to the right of radius 310.00 feet to a concrete bound, at a point of tangency; thence runs S76° 52' 49"W, 345.00 feet to a concrete bound at a point of curvature; thence runs southwesterly, 27.40 feet on a curve to the left of radius 30.00 feet to a concrete bound, at a point of reverse curvature; thence runs southwesterly, northwesterly, and northeasterly 298.10 feet on a curve to the right of radius 60.00 feet to a concrete bound at a point of reverse curvature on the northerly location line of this layout; thence the northerly location line of this layout runs

southeasterly 27.40 feet on a curve to the left of radius 30.00 feet to a concrete bound, at a point of tangency; thence runs N76° 52' 49"E, 345.00 feet to a concrete bound at a point of curvature; thence runs northeasterly 311.34 feet on a curve to the left of radius 260.00 feet to a concrete bound, at a point of reverse curvature; thence runs northeasterly 233.87 feet on a curve to the right of radius 200.00 feet to a concrete bound, at a point of tangency; thence runs N75° 16' 14"E, 60.25 feet to a concrete bound, at a point of curvature; thence runs northeasterly 47.13 feet on a curve to the left of radius 30.02 feet to a concrete bound located on the westerly location line of Edgewood Road; thence runs S14° 40' 26"E, 21.85 feet and S14° 42' 46"E, 88.14 feet along the westerly location line of Edgewood Road to the point of beginning. Except at curves and street intersections, the northerly and southerly location lines of this layout are parallel to and 50.00 feet distant therefrom.

The above described layout is more fully shown on a plan entitled "Street Acceptance Plan – NATHAN STONE ROAD – Southborough, Mass. – prepared for: Town of Southborough Board of Selectmen – property of: Boylston Street Trust, c/o Michael P. Angelini & Herbert W. Cooper Co – Trustees, Worcester, Mass. – engineers & surveyors: MetroWest Engineering, Inc. - 75 Franklin Street, Framingham, Mass. 01702 – Robert A. Gemma – P.L.S. – date: December 18, 1998 scale: 1"=40'." Said layout contains 61.484 square feet more or less.

NATHAN STONE ROAD 25' Wide Driveway Easement (Parcel C)

Beginning at a concrete bound located on the northerly location line of Nathan Stone Road; thence runs N75° 16' 14"E, 25.51 feet by the northerly line of Nathan Stone Road to a angle point; thence runs N26° 12' 12"W, 93.48 feet to a angle point; thence runs S45° 19' 34"W, 26.36 feet to a angle point; thence runs S26° 12' 12"E, 80.06 feet to a point of beginning.

DRAIN EASEMENT (lot 2)

Beginning at a point located on the southerly location line of Nathan Stone Road, which point is also located 147.28 feet southwesterly of a concrete bound; thence runs S36° 09' 08"E, 63.22 feet to a angle point; thence runs S20° 03' 42"E, 41.43 feet to a angle point; thence runs S01° 48' 50"W, 54.29 feet to a angle point; thence runs S65° 37' 25"W, 38.53 feet to a angle point; thence runs N37° 58' 34"W, 40.83 feet to a angle point; thence runs N10° 05' 52"W, 45.92 feet to a angle point; thence runs N51° 43' 15"W, 25.18 feet to a angle point; thence runs N24° 48' 09"W, 17.73 feet to a point located on the southerly location line of Nathan Stone Road; thence runs northeasterly 68.64 feet on a curve to the left of radius 310.00 feet by the southerly location line of Nathan Stone Road to the point of beginning.

ACCESS & UTILITY EASEMENT (lot 12)

Beginning at a point located on the northerly location line of Nathan Stone Road, which point is also located 98.21 feet northwesterly of a concrete bound; thence runs N72° 33' 03"W, 174.99 feet to a stone wall; thence runs S18° 34' 11"W, 83.61 feet to a angle point; thence runs northeasterly 126.42 feet a angle point; thence runs northeasterly 126.42 feet on a curve to the right of radius 138.69 feet to a point of tangency; thence runs S72° 33' 03"E, 65.46 feet to a point on the northerly location line of Nathan Stone Road; thence runs northeasterly 30.37 feet on a curve to the right of radius 60.00 feet to the point of beginning.

30' WIDE DRAIN EASEMENT (lot 7 & lot 9)

Beginning at a concrete bound located on the northerly location line of Nathan Stone Road, which point is also common to lot 7 & lot 9 as shown on a plan hereinafter mentioned; thence the center line of this easement runs N12° 39' 20"W, 292.58 feet, the easterly and westerly location lines of this easement are parallel to and 15.00 feet distant from the above described center line.

All of the described easements are more fully shown on a plan entitled "Street Acceptance Plan - NATHAN STONE ROAD - Southborough, Mass. – prepared for: Town of Southborough Board of Selectmen - property of: Boylston Street Trust, c/o Michael P. Angelini & Herbert W. Cooper Co – Trustees, Worcester, Mass. - engineers & surveyors: MetroWest Engineering, Inc. 75 Franklin Street, Framingham, Mass. 01702 - Robert A. Gemma - P.L.S. – date: December 18, 1998 scale: 1"=40'," which plan is to be recorded herewith.

MOTION: (as stated above) VOTED UNANIMOUSLY.

ARTICLE 2: To see if the Town will accept a gift of land described as Parcels C & D on the subdivision plans entitled "Edgewood Crossing" prepared by MetroWest Engineering, Inc. dated August 15, 1994 and revised through October 7, 1994, and further described in the Southborough Assessors' records as Map 10, Parcels 24 & 101. The land, currently owned by Boylston Street Trust, totaling approximately eleven (11) acres, shall be placed under the jurisdiction of the Southborough Conservation Commission, or do or act anything in relation thereto.

MOTION MADE: That the Town accept a gift of land described as Parcels C & D on the subdivision plans entitled "Edgewood Crossing" prepared by MetroWest Engineering, Inc. dated August 15, 1994 and revised through October 7, 1994, and further described in the Southborough Assessors' records as Map 10, Parcels 24 & 101. The land, currently owned by Boylston Street Trust, totaling approximately eleven (11) acres, shall be placed under the jurisdiction of the Southborough Conservation Commission.

PARCEL C Nathan Stone Road

Beginning at a concrete bound located at the intersection of the westerly location of Edgewood Road and the northerly location line of Nathan Stone Road; thence runs Southwesterly 47.13 feet on a curve to the right of radius 30.02 feet to a concrete bound; thence runs S75° 16' 14"W, 60.25 feet to a concrete bound; thence runs Southwesterly 233.87 feet on a curve to the left of radius 200.00 feet to a concrete bound; thence runs Southwesterly 311.34 feet on a curve to a right of radius 260.00 feet to a concrete bound; thence runs S76° 52' 49"W, 25.00 feet to a point; the last five (5) mentioned courses being by the northerly location line of Nathan Stone Road; thence runs N13°07'11"W, 290.00 feet to an angle point; thence runs S77° 20'40"W, (incorrectly shown as S76° 52' 49"W) 467.66 feet to a drill hole; thence runs S71° 33' 02"W, 366.85 feet along a stone wall to drill a hole; thence runs N44° 02' 26"W, 230.11 feet along a stone wall to a drill hole; thence runs N71° 33' 02"E, 622.75 feet to an angle point; thence runs N18° 34' 11"E, 200.00 feet to an angle point; thence runs N73° 43' 33"E, 477.83 feet to an angle point; thence runs S16° 16' 27"E, 152.12 feet to an angle point; thence runs N58° 43' 33"E, 125.00 feet to an angle point; thence runs S16° 16' 27"E, 251.78 feet to an angle point; thence runs N45° 19' 34"E, 149.36 feet to a point of curvature; thence runs Northeasterly 31.42 feet on a curve to the left of radius 30.00 feet to a point on the westerly location line of Edgewood Road; thence runs S14° 40' 26"E, 127.02 feet by the westerly location line of Edgewood Road to a point of beginning.

The above described Parcel c contains 471,257 square feet more or less and is more fully shown on a plan entitled "EDGEWOOD CROSSING" definitive subdivision plan in Southborough, Mass. Prepared for: Boylston Street Trust, c/o Nathan Hillman Trustee, 1970 Commonwealth Avenue, Brighton, MA 02135 - property of: Boylston Street Trust - engineers & surveyors: MetroWest Engineering, Inc. - 188 Concord Street, Framingham, MA 01701 - Robert A. Gemma, PE PLS date: August 15, 1994 latest revision Oct. 17, 1994 scale 1"=40' "which plan is filed in the Worcester Registry of Deeds in Plan Book 693 Plan 83.

PARCEL D Nathan Stone Road

Beginning at a concrete bound located at the intersection of the westerly location line of Edgewood Road and the southerly location line of Nathan Stone Road; thence runs Northwesterly 47.12 feet on a curve to the left of radius 30.00 feet to a concrete bound; thence runs S75° 16' 14"W, 60.25 feet to a concrete bound; thence runs southwesterly 137.35 feet on a curve to the left of radius 150.00 feet to a point, the last three (3) mentioned courses being by the southerly location line of Nathan Stone Road; thence runs N71° 32' 48"E, 209.64 feet to a point on the westerly location line of Edgewood Road; thence runs N14° 43' 46"W, 15.00 feet to the point of beginning.

The above described Parcel D contains 8539 square feet more or less and is more fully shown on a plan entitled "EDGEWOOD CROSSING" definitive subdivision plan in Southborough, Mass. Prepared for: Boylston Street, c/o Nathan Hillman Trustee, 1970 Commonwealth Avenue, Brighton, Ma 02135 - property of: Boylston Street Trust - engineers & surveyors: MetroWest Engineering, Inc. - 188 Concord Street Framingham, Mass 01701 - Robert A. Gemma, PE PLS date: August 15, 1994 latest revision Oct 17, 1994 scale 1"=40' "which plan is filed in the Worcester Registry of Deeds in Plan Book 693 Plan 83.

MOTION: (as stated above) VOTED UNANIMOUSLY.

ARTICLE 3: To see if the Town will vote to accept as a public way Whistler Lane described on a plan entitled "Plan of Acceptance, Whistler Lane" dated February 4, 1999 by Highland Land Surveyors, Inc. of Marlborough, MA, or do or act anything in relation thereto.

MOTION MADE: To postpone indefinitely.

MOTION: VOTED UNANIMOUSLY.

ARTICLE 4: To see if the Town will vote to accept as a public way Hidden Meadow Lane described on a plan entitled "Acceptance Plan of Hidden Meadow Lane" prepared by Allen Paige RPE, RPL, dated February 22, 1999, or do or act anything in relation thereto.

MOTION MADE: To postpone indefinitely.

MOTION: VOTED UNANIMOUSLY.

ARTICLE 5: To see if the Town will vote to accept as a public way Fitzgerald Lane described on a plan entitled "Road Acceptance Plan of Land" dated February 18, 1999 by Eastern Land Survey Associates, Inc. of Peabody, MA, or do or act anything in relation thereto.

MOTION MADE: To postpone indefinitely.

MOTION: VOTED UNANIMOUSLY.

ARTICLE 6: To see if the Town will vote to accept as a public way Stockwell Lane described on a plan entitled "Road Acceptance Plan of Land" dated February 18, 1999 by Eastern Land Survey Associates, Inc. of Peabody, MA, or do or act anything in relation thereto.

MOTION MADE: To postpone indefinitely.

MOTION: VOTED UNANIMOUSLY.

ARTICLE 7: To see if the Town will vote to accept a gift of land described as Open Space on the subdivision plans entitled "The Highlands" prepared by MetroWest Engineering, Inc. dated February 6, 1995 and revised through April 28, 1995, and further described in the Southborough Assessors' records as Map 8, Parcel 103. The land, currently owned by Atwood Road Realty Trust, totaling approximately 11.46 acres, shall be placed under the jurisdiction of the Conservation Commission, or do or act anything in relation thereto.

MOTION MADE: To postpone indefinitely.

MOTION: VOTED UNANIMOUSLY.

ARTICLE 8: To see if the Town will vote to raise and appropriate, transfer from available funds and appropriate, or borrow and appropriate, a sum of money for the purpose of site evaluation, site testing, sewer tie in, and engineering and architectural services to evaluate a potential site adjacent to the high school for the renovation/addition of the existing high school or the building of a new high school, or do or act anything in relation thereto.

MOTION MADE: To postpone indefinitely.

MOTION: PASSED BY THE FOLLOWING HAND COUNT VOTE: YES: 75 NO: 56.

ARTICLE 9: To see if the Town will vote to borrow and appropriate, or transfer and appropriate from the Special Education Loan Program the sum of \$164,000 to be used in FY '99 for the purpose of funding extraordinary cost of the Southborough Public Schools, or do or act anything in relation thereto.

MOTION MADE: That the Town borrow and appropriate from the Special Education Loan Program the sum of \$164,000 to be used in FY '99 for the purpose of funding extraordinary cost of the Southborough Public Schools. 2/3 vote required.

SUBSIDIARY MOTION: To discuss Article 9, Article 11 and Article 12 together **PASSED UNANIMOUSLY.**

MOTION: VOTED UNANIMOUSLY.

ARTICLE 10: To see if the Town will raise and appropriate a sum of money to transfer and appropriate to the Stabilization Fund, or do or act anything in relation thereto.

MOTION MADE: To postpone indefinitely.

MOTION: VOTED UNANIMOUSLY.

ARTICLE 11: To see if the Town will vote to reconsider and revoke the funds appropriated in Article 39 of the Annual Town Meeting of 1999 for the FY 2000 capital maintenance building projects at the Southborough Public Schools and transfer and appropriate the \$58,000 to the Stabilization Fund, or do or act anything in relation thereto.

MOTION MADE: That the Town rescind action under Article 39 of the Annual Town Meeting of 1999 for the FY 2000 Capital maintenance building projects at the Southborough Public Schools. 2/3 vote required.

SUBSIDIARY MOTION MADE: To Divide the question.

SUBSIDIARY MOTION: To divide the question **VOTED UNANIMOUSLY.**

MOTION: That the Town rescind action under Article 39 of the Annual Town Meeting of 1999 for the FY 2000 Capital maintenance building projects at the Southborough Public Schools. 2/3 vote required.

MOTION: PASSED BY THE FOLLOWING HAND COUNT: YES: 8 NO: 2.

MOTION MADE: That the Town appropriate \$58,000 to the Stabilization Fund. 2/3 vote required.

MOTION: (as stated above) VOTED UNANIMOUSLY.

ARTICLE 12: To see if the Town will vote to reconsider and reduce the \$75,500 appropriated in Article 41 of the Annual Town Meeting 1999 for the FY 2000 installment of the multiyear technology update in all the Southborough Public Schools to a sum of money and transfer and appropriate the sum of money to the Stabilization Fund, or do or act anything in relation thereto.

MOTION MADE: That the Town rescind action under Article 41 of the Annual Town Meeting 1999 for the FY 2000 installment of the multiyear technology update in all the Southborough Public Schools. 2/3 vote required.

SUBSIDIARY MOTION: To divide the question.

SUBSIDIARY MOTION: To divide the question **VOTED UNANIMOUSLY.**

MOTION: That the Town rescind action under Article 41 of the Annual Town Meeting 1999 for the FY 2000 installment of the multiyear technology update in all the Southborough Public Schools. 2/3 vote required.

MOTION: (as stated above) VOTED UNANIMOUSLY.

MOTION MADE: That the Town appropriate \$43,000 to the Stabilization Fund. 2/3 vote required.

MOTION: (as stated above) VOTED UNANIMOUSLY.

MOTION MADE: That the Town appropriate \$32,500 to the FY 2000 installment of the Multi-Year Technology Update in all of the Southborough Public Schools. 2/3 vote required.

MOTION: (as stated above) VOTED UNANIMOUSLY.

ARTICLE 13: To see if the Town will vote to reconsider Article 7 of the Annual Town Meeting of 1999 and reduce only the Southborough School Budget by a sum of money and transfer that sum of money to the Stabilization Fund, or do or act anything in relation thereto.

MOTION MADE: To postpone indefinitely.

MOTION: VOTED UNANIMOUSLY.

ARTICLE 14: To see if the Town will transfer from any available funds and appropriate a sum of money to the FY '99 Southborough School Budget, or do or act anything in relation thereto.

MOTION MADE: That the Town transfer \$71,000 from free cash and transfer and appropriate \$101,000 from the Stabilization Fund for a total of \$172,000 to the FY '99 Southborough School Budget. 2/3 vote required.

MOTION: (as stated above) VOTED UNANIMOUSLY.

At 9:32 PM on Tuesday, June 8, 1999 it was MOVED and UNANIMOUSLY VOTED to DISSOLVE the Special Town Meeting.

A true copy:

Attest: _____
PAUL J. BERRY, TOWN CLERK



PETERS HIGH SCHOOL

EDUCATIONAL REPORT

SOUTHBOROUGH TOWN REPORT
SOUTHBOROUGH SCHOOL COMMITTEE

1999

Mr. Charles Gadbois	Chairperson
Mrs. Mary Jane Mastrangelo	Vice Chairperson
Mrs. Dolly Ryan	Secretary
Mr. Frank Fazio	
Mrs. Bonnie Weigl	

ADMINISTRATION

Superintendent of Schools	Mr. Robert E. Melican B.S.Ed., M.Ed., C.A.G.S.
Assistant Superintendent for Curriculum/Instruction	Mr. Antonio J. Fernandes, Jr. B.S.Ed., M.Ed.
Assistant Superintendent for Finance/Facilities	TBA
Director of Special Education/Student Support Services	Mrs. Jean M. Bean B.S.Ed., M.Ed.
Assistant to the Director of Special Education/Student Support Services	Mrs. Barbara E. Goodman B.S., M.Ed.

Administrative Assistant to the Superintendent	Mrs. Cheryl L. Levesque
Secretary to Superintendent	Mrs. Helen A. Yanco
Secretary to Asst. Supt. for Curriculum/Instruction and Director of Special Education/Student Services	Mrs. Kathleen Ledoux
Secretary to Asst. Supt. for Finance/Facilities	TBA
Budget Officer	Mrs. Mary Ann Notaro
Office Secretary	Mrs. Maureen C. Murphy
Financial Secretary - Northborough	Mrs. Sheri-Lynne Foster
Financial Secretary - Southborough	Mrs. Jacqueline R. Groccia
Financial Secretary - Algonquin	Mrs. Barbara Sanchioni-Armstrong
Financial Clerk	Mrs. Cheryl M. Lepore

Business Office	Algonquin Regional High School 79 Bartlett Street Northborough, MA 01532
Office Hours:	8:00 a.m. - 4:30 p.m.
Telephone:	(508) 351-7000
FAX:	(508) 351-7049

SUPERINTENDENT'S REPORT

Robert E. Melican, Superintendent

On behalf of Mr. Charles Gadbois, Chairperson, and School Committee Members, Mr. Frank Fazio, Mrs. Mary Jane Mastrangelo, Mrs. Dolly Ryan and Mrs. Bonnie Weigl, it is my pleasure to thank all of the members of the Southborough community for their continued support for our students. This support and dedication by the Town Officials, parents, staff and citizens all contribute to the excellence that our public schools are known for throughout the Commonwealth.

This last report for the twentieth century leaves us with new challenges for the future and higher expectations for our students. The advances in technology continue to be an important aspect of our commitment to the excellence in education that the community expects. Although technology is only a part of our curriculum, it has such a major impact on preparing our students for the future that its value cannot be understated. We are very fortunate that the community has supported our technology needs via our annual capital plan. Through these purchases and the related classroom instruction, our students are making the advancements needed for their future success.

Through the commitment of the community, the state of the art Finn School is nearing completion. Staff, students and parents are anxiously waiting for the opening with the start of the 2000-2001 school year. Southborough, similar to many Central Massachusetts communities, continues to experience extraordinary growth in student population. The Temporary School Building Committee has been formed to address this population growth.

The last year of this cycle of Education Reform has left the Southborough School System in compliance with all of the areas outlined in this Act. The guides for our curriculum areas have been developed and are in alignment with the State Frameworks. The second round of MCAS testing has been completed and our students in grades 4 and 8 again fared well compared to the entire state. Principals and staff are currently reviewing our current test results to address any curriculum areas that need to be adjusted. The next phase of Education Reform is the State Accountability Program. Based on the results of our combined MCAS scores, the Department of Education will be ranking all of our schools. This accountability is a very important phase of Education Reform and will be handled seriously by each school and the district. The many changes that education has experienced the past years has had an effect on all of our schools. But throughout the many phases of reform, providing the best education for our students continues to be our main focus.

My fourth year as your superintendent continues to bring new projects and responsibilities to my office. As you read the enclosed reports for our schools, I believe that you will see what a wonderful school system you have and why it is held in such high regard. Thank you for the privilege and honor to represent the community of Southborough.

MARY E. FINN SCHOOL

Mary A. Ryan, Principal

The Mary E. Finn School provides a rich learning environment for all our students. We are proud of the many educational innovations that are balanced with strong teaching strategies in each classroom. Our staff is continually involved in gaining professional information to enhance our programs and support the learning opportunities for our children. Our school is inclusive and provides a sense of community for all students and their families.

The Finn teachers have focused on professional development opportunities that connect with our school and district goals. We have continued to attend workshops that present strategies for teaching reading using balance between literary experiences and direct skill instruction. Our reading specialists provided grade 2 teachers with an in-depth workshop that included a sequential skill program along with instructional techniques. The grade 1 teachers have been leveling student books for their literacy program and devoting team meetings to share and develop ideas for their classroom instruction and literacy centers. Ten teachers from Finn attended a week long training session in August to learn the TERC math program. It is now being implemented as part of our math curriculum in grades 1 and 2. We continue to have Tufts consult with staff on developing differentiated instruction techniques. Last spring, each grade level team had two teachers plan and implement lessons under the direction of a consultant from Tufts University. This model will be used again this year and Tufts will also provide a workshop for the entire staff in January.

Again this year, Finn is providing a variety of learning experiences for all our students. The entire school community is actively involved in learning sign. This communication has become a vital part of our assemblies, school plays, and some instruction. We modify curriculum and programming so that the needs and strengths of all our students can be accommodated. This is directly connected to the District Mission Statement items: 'Access to learning should be equitable' and 'Teaching should be diversified'. These are not just written statements but are the basis for our philosophy at Finn.

The second grade team initiated Literature Circles in all their classes. Literature Circles are student centered book groups. Quality literature and group discussions are the focus of this program. This initiative was made possible by a grant from the Southborough Education Foundation. The Foundation provided funds for teacher training, new books, and organizers for storing the new literature.

Communication is a vital part of a quality educational facility. We have provided opportunities for families to keep abreast of the happenings at Finn. We now have a web site that is continually updated with the monthly calendar of events, lunch menu, School Improvement Plan, and monthly Finn Flyer. Parents have e-mail access to the building principal and this will be increased to include all staff when we are in our new facility. The Finn Flyer and weekly packets continue to be an effective way to provide families with important school news. This year the kindergarten curriculum was presented in May at an evening meeting. It was a comprehensive overview of our program presented by the kindergarten team. Grade 1 and 2 teachers provided parents with a similar program in October. The presentation clearly documented the extensive work being accomplished in our school to connect our instruction to the district and state curriculum guides. In March we presented a workshop for parents which highlighted the developmental milestones of children from birth through age five. We focused on social, language, and cognitive development. This provided valuable information for parents of children who have not reached school age. It also provided one more bridge of communication between Finn and the community.

The year 1999 saw great activity in the Finn School Library. We participated in two programs to distribute books to children in communities with limited resources (Books for Appalachia and Spread the Word). We also promoted our own fundraiser, a readathon, which resulted in over 300 new books for the Finn School

Library. In conjunction with the Southborough Public Library, we sponsored a program which resulted in more children using the public library and receiving library cards.

This year we are implementing our new progress reports. These were developed by staff with input from the school council. They have been a year in the planning with intensive work by the staff to connect the objectives with the State Frameworks and district curriculum guides. Each team is setting the expectations for each of the objectives by grade level. This will insure consistency across the grades and classes.

The Finn School Council has 7 members representing staff, parents, and the community. The council meets monthly to work on established goals and develop the School Improvement Plan for the next school year. Our goals for the 1999-00 school year are: To challenge all children; To foster parent and community communications; To facilitate a smooth transition back to Finn; To increase the effectiveness of reporting individual student progress; and To develop a comprehensive technology plan for K-2. The council will be actively involved in planning important events for the celebration of the return to Finn.

We are very fortunate to have an active, supportive S.O.S parent organization. They continue to support and enrich our programs. The following are some of the S.O.S initiatives: Multi-cultural evenings; Community reading day; Playground volunteers; Health month activities; Enrichment/cultural arts programs; Parent volunteer programs; Community awareness programs; Outreach to senior citizens; Literacy programs; and Fundraisers. All of these contribute to the sense of community that is so important to the development of our students.

The Mary E. Finn staff continually work together to provide the highest level of educational experiences for all children. They are a model of inclusive education and provide a nurturing environment for each member of our school community. They are dedicated to the goal of developing lifelong learners.

MARGARET A. NEARY SCHOOL

Stephen Billhardt, Principal

The Neary School began the 1999-2000 school year with 484 students; an increase of 40 students from the prior year. With the same number of classroom teachers, the increase in students has raised our class number by approximately two students per classroom. Although teachers have more students in each room, we continue to differentiate the curriculum and the instruction to meet the individual needs of our students.

As usual, the Neary School faculty and staff have undertaken several ambitious initiatives, one being the new student **Report Card**. It is modeled after the Massachusetts Curriculum Frameworks and establishes **tough new grade level standards**. This report card was created by teachers, special educators, specialists, and parents. Numerous drafts were studied and fine tuned to create the most effective reporting instrument. The new "Academic Marking System" on the report card is based on a one through six scale. A three represents a competent student who "typically meets expectations." A child who scores a four is considered strong and he/she "meets and occasionally goes beyond expectations." These expectations are based on grade level expectations as **determined by the state**. The new report card requires additional parent-teacher communication which helps us to structure appropriate challenges for all children.

One of our major goals in our School Improvement Plan was our Diversity goal which promotes awareness and respect for diversity in the Neary School Community. Beginning in the fall, grade level assemblies were held with a major focus on respect and diversity. Different formats were used and different perspectives and issues discussed. Skits, poetry, writing, songs and other student created materials were adopted depending upon the

content of the assembly. A school song was created by the music department and was sung on a regular basis to help create a sense of community and spirit.

Third Grade

The third grade students were engaged in a project that introduced them to basic **research skills**. This hands-on learning experience was employed to teach the necessary skills to conduct entry level research. The students dissected the owl pellet to learn the important concept of the "food chain". Students used multi-level books and current technology. A guest speaker had live "props" to obtain knowledge necessary to intelligently discuss the concept of the food chain.

Fourth Grade

Fourth grade classes are studying **Ancient Civilizations** in compliance with the Massachusetts Curriculum Frameworks. The civilizations taught are Egypt, Greece, Rome, China, and Mesopotamia. Studies include the geography, culture, politics, economics, and contributions in art and literature that these civilizations have made. Appropriate field trips were taken to enhance our studies (i.e. Museum of Fine Arts in Boston and the Boston Museum of Science). The study of these ancient civilizations are integrated into all subject areas. Interdisciplinary learning will encompass research and multimedia presentations.

Fifth Grade

Literature Circles is a program that gives students reading choices using a variety of books at different levels across the curriculum. Students apply the knowledge of theme and characteristics of different genres to interpret the meaning of both fiction and non fiction literature. They generate questions within small groups that require factual, interpretive and analytical levels of thinking. The goal of the program is to foster independent learners through student generated questions, collaboration and discussion.

There is a grade level cart with approximately 100 multi-level reading books, (usually 4 or 5 of each title), a teacher's manual and student worksheets. Teachers sign up for the cart using a monthly sign up calendar which circulates among the teachers in the grade.

In the course of the school year, students may read 4 or 5 books at varying levels of readability and interest. The program adapts well for modifications and individual differences. Ultimately the students are the ones making the choices, raising the questions, doing the talking and making connections.

The best way for students to excel in science is to actively construct ideas through their own inquiries. **Full Option Science System (FOSS)** science is based on the use of active learning as a tool to promote the understanding of science. Together students and teachers are engaged in the scientific experiments. They learn the content through the process of scientific thinking by making careful observations and creating explanations.

The **Southborough Education Foundation** provided the fifth graders with FOSS kits and supplemental materials to promote creative and critical thinking skills. With the help of this program the students will work independently and cooperatively to become better problem solvers

Art

The Art Program at Neary School continues to incorporate more projects (both 2 and 3-dimensional) from the Arts Frameworks document and curriculum themes at the various grade levels. For example, grade 3 students created paper mache globes, grade 4 students will create Egyptian inspired art (scratchboard and clay), a health

lesson tie in (circulation/heart) and Grade 5 students will be creating a 3-D sculpture/time tube for the Art Show 2000. All classes will explore various art mediums in 2 and 3-D and will continue to learn about aesthetics, art movements, artists, and self expression through visual art. Every student will be represented in the art show.

General Music

The General Music program at Neary School provides students, grades 3, 4 and 5 with the experience of many musical elements. These include singing, listening to music, movement to music, composing and playing classroom musical instruments. Music technology gives the students in each grade the opportunity to learn musically through interactive and MIDI music computer software. Third grade classes learn to play the recorder and perform a concert in the spring. All grades share classroom themes, which are integrated into the music curriculum.

Chorus

The Neary School Chorus is an opportunity for students in grades 4 and 5 to grow musically using their voices. Chorus rehearsals are held once a week and include the following; vocal skill building, learning vocal techniques, breathing and tone quality exercises as well as building self esteem through vocal confidence. Concerts and performances are held throughout the school year.

Library

In order to support the priority expressed in the Common Core of Learning and echoed in the Literature Strand of the English Language Arts Curriculum Frameworks that "All students should read a rich variety of...fiction, poetry, drama and non-fiction..." the Neary School Library continues to provide opportunities for students to participate in a variety of literature-related activities. Many students choose to meet the challenge of reading at least five books from the annual Massachusetts Children's Book Award list and voting for their favorite. We were fortunate to have last year's winning author as one of our guests during Book Week. Book Week brings authors, illustrators and storytellers into the school for a close-up look at the process of writing and the opportunity to have professionals model performing tales from different cultures. And, finally, our annual Readathon encourages students to read and rewards their efforts with new books for the Library.

Physical Education

Students have physical education classes twice a week for 45 minutes. Depending on the weather, the classes are held outdoors on the school's playing fields or in the two gymnasiums if indoors. All aspects of fitness; strength, flexibility, endurance, and coordination are incorporated in the lessons. The physical education curriculum is currently enlarging its offering of cultural games, dances and activities in conjunction with the social studies framework. Group co-operative activities from Project Adventure, suitable for grades 3-5, are also being added into the curriculum as new equipment and supplies are purchased.

Computers

The networking project at Neary School has been completed. All the classrooms have Internet access as well as access to a local area network. Teachers are integrating technology into all areas of the curriculum, as called for by the Massachusetts Curriculum Frameworks.

Capital Technology funds were used to purchase equipment. This equipment was added to the computer lab as well as the classrooms. This new equipment, as well as the existing equipment, is used by the students in a

variety of ways including: word processing, desktop publishing, spreadsheets, data base, Internet research, and multimedia projects.

P. BRENT TROTTIER MIDDLE SCHOOL

Linda Murdock, Principal

This is the second annual report for the P. Brent Trottier Middle School, which opened in August 1998, replacing the A. S. Woodward Middle School. Currently, Trottier Middle School has an enrollment of 394 students in the 6th through 8th grades.

This past year has seen the completion of the first full school year for the Trottier Middle School, along with the beginning of the second year in our new building. Last spring, as the school year came to a close, we mourned the death in February 1999 of one of Southborough's beloved teachers, Mrs. Jean Ivers, with a ceremony dedicating the quilt made in her honor by Trottier eighth graders as well as the bench and tree planted in her memory on the Deerfoot side of the school. Last school year also saw the retirement of Mrs. Joanne Gignac, one of our special needs aides, and Mrs. Pat Stroup, who was our school secretary for many years. Both were honored at a retirement dinner at the end of the school year.

The first school year at Trottier also ended with many celebratory end-of-year events, including the medieval banquet, the eighth grade banquet, our awards ceremony and whole-school cookout, and the final music concerts of the year. The Trottier SOS provided both funding and volunteers to make these celebrations possible.

Our focus for the 1999-00 school year at Trottier is set forth in the School Improvement Plan developed by the Trottier School Council last spring, and includes goals relating to student achievement as well as to school climate.

The first goal in our 1999-00 School Improvement Plan is the creation of "[a] learning environment characterized by high expectations, critical and creative thinking, research and inquiry." The goal is further divided into two more specific objectives: (1) "Support systemwide alignment of curriculum with state curriculum frameworks, and maintain atmosphere stimulating ongoing innovation and continuous improvement in teaching and learning"; and (2) "Continue to develop and increase the effective use of technology in the curriculum."

Since we received the first results of the MCAS testing program last year, faculty in each subject area have been working to analyze the results of the tests and to make appropriate changes in curriculum and instruction to respond to what the testing indicates about our students' skills. The results for the spring 1999 MCAS tests, which we received early this month, are again much higher than the state averages, and the results of this year's seventh grade CAT testing are also very high. However, while we are pleased with our scores, we believe that we can use the results to improve. We are currently analyzing the results in several different ways. By looking at specific areas or particular questions where our students performed less well, we can determine the particular areas of curriculum that we need to emphasize. In addition, by analyzing students' performance on different types of questions, we can identify thinking skills that need more attention. Our goal is to have more of our students score in the Advanced and Proficient categories, fewer of our students in the Needs Improvement category, and few or none of our students in the Failing category.

We are continuing our work in implementing the new district English/Language Arts, Math, Science and Social Studies curriculum guides, which implement the Massachusetts curriculum frameworks on a local level. Faculty members have been meeting by department throughout the year to review and revise their units in light of the curriculum guides, and have been making appropriate changes. Last spring, as a result of a state professional

development grant that was awarded to Trottier, our faculty was able to work with Louise Thompson, a well-known consultant, in the area of standards-based instruction, looking at how we can strengthen our instruction. Following our work with Louise Thompson, several teachers from our 6th grade team attended a summer workshop on teaching in a block format. These teachers developed a series of units for 6th grade science and social studies that they have been implementing this year with our new schedule which gives 6th grade science and social studies one double-period class each week. We are currently in the process of discussion and planning to have the block schedule for each subject for next year. In addition to the work on standards-based instruction and block scheduling, we began this year with a full-day professional development session on learning styles, which is one aspect of differentiated instruction, and helps teachers design instruction to reach students with varied learning styles. This coming January, a consultant will be working with the whole faculty on differentiated instruction techniques, as well as working in-depth with teams of 7th and 8th grade teachers, modeling different ways of designing instruction to reach students at all achievement levels.

In the area of technology, many faculty members have participated in training on two new programs, Inspiration and PowerPoint, and are beginning to use them in the classroom. The Internet is being used more frequently by teachers in classroom instruction as well. Recent examples include the interdisciplinary unit in economics and population growth in 7th grade, Internet hurricane tracking in 8th grade science classes, and use of the Internet for a special project for advanced students in the world language classes. The whole faculty was also trained this past fall in the use of our new media retrieval system, and we are planning a technology day for our January professional development day, focusing on the integration of technology into curriculum and the use of technology to provide additional challenge for our students.

The second goal in our School Improvement Plan is to create and maintain "an environment where everyone is successful, valued, and appreciated." This goal is further divided into three more specific objectives: (1) "Create a strong sense of community and develop and implement strategies to reduce teasing, bullying, and harassment among students, in order to make Trottier an emotionally safe place for all"; (2) Develop and maintain an atmosphere in which everyone feels successful, valued, and appreciated"; and (3) "Increase community connections and communication between home and school as well as with the larger community."

In accordance with these goals, we began the school year this past fall with our traditional greeting of the new 6th graders by our 7th and 8th graders, followed by a whole-school assembly led by an artist, which was funded by the Trottier SOS. The assembly focused on the work of Abraham Lincoln, Dr. Martin Luther King, Jr., and Mother Teresa, exploring what made these people heroes, asking students to consider how they can make a difference in their own school and community, and emphasizing that everyone can make a difference by the way in which he or she treats others. After the assembly, students worked in small groups to produce their own interpretations of the message. Individual teachers and teams also developed and implemented further plans to help move us toward this goal, and we have continued to communicate with parents asking for their participation. Currently, we have plans for specific follow-up work at all three grade levels by counselors and team teachers, as well as an assembly in the spring focusing on communications and conflict resolution skills. There are many different initiatives underway this year focusing on recognition and involvement of students. The Trottier School Council now includes three student representatives, one from each grade level, and the student council is becoming a more active part of the school. Lunches with students have resulted in many student-generated ideas, including the suggestion, which we are pursuing, of having more whole-school assemblies to spotlight student achievements.

We are continuing to review our report card, and will be revising it as necessary to make it a more effective means of communication between home and school. We are also continuing to review our parent conference scheduling with the intent of making scheduling more convenient for parents. The use of voice mail has improved the parent conference scheduling and experience. We have been encouraging parents to use whatever method of communication best suits their needs. With the easier communication facilitated by voice mail and

telephones in the classroom, many parents have been staying in touch with teachers via the phone, thus reducing the pressure on parent conference times.

As planned, our service learning program is continuing and has been expanded to incorporate a recycling program within the building, as well as students working with the kindergarten students in the Extended Day program, which is still housed at Trottier this year. Through their Family and Consumer Science classes, students have held conversations with their Extended Day "buddies," engaged in joint cooking and eating activities, and planted close to 1000 daffodils around Trottier. We are also working on plans to involve senior citizens in the program, so that students will be able to experience intergenerational connections with both younger and older people. In other service learning projects, students have helped with a variety of different projects in the school and the town, including Heritage Day activities and the Youth Commission's annual Halloween party. Trottier students recently were involved in planning and organizing a collection for the families of the six Worcester firemen who died in the recent warehouse fire in Worcester. Trottier students raised over \$1,100 in the two-day fund-raising effort; these funds will be sent, along with a letter from students, to the families. A drive sponsored by the Trottier Student Council is also now underway to provide overcoats and other warm winter clothing for people in need.

Again this year, the school curriculum has been enhanced in many ways through the generosity of the Trottier SOS. Our opening assembly was funded by SOS. In October, the Bay Colony Educators gave eighth graders a look into Colonial America. The seventh grade had a presentation by the Chinese Song-Zhu Cultural Association, who taught Chinese brush painting, in connection with the 7th grade interdisciplinary unit on China. Tom McCabe, a creative storyteller, worked with the sixth grade, in a writing workshop, and a pair of poets from "Poetry Alive!" will be at Trottier in January to work with seventh and eighth grade students on reading, dramatizing, and understanding poetry. The SOS also supported a seventh grade trip into Boston to the theater to see several short stories enacted as plays. SOS has also helped to organize and fund both new and traditional events throughout the year, including the activities of the First Two Days, our annual open house, the eighth grade banquet, awards day and the annual end of year cookout in the spring.

The curriculum at Trottier Middle School also includes instruction for students in music and art, as well as opportunities for students to participate in music performance groups. The general music program at Trottier Middle School provides our sixth grade students with the experience of many musical elements, including listening to music, analyzing the various musical forms, experiencing and analyzing rhythms, and composing their own music. There are also a number of music performance groups at Trottier, including the orchestra, which includes students from all three grades, the sixth grade chorus, band, and stage band, the seventh and eighth grade chorus, concert band, and big band, and the new flute ensemble and saxophone quartet. Students in these groups rehearse once, twice, or three times a week and learn skills in the context of preparing music for concerts and performances throughout the school year.

The art program at Trottier is provided for students in all three grades, and includes drawing, painting, printmaking, paper cutting and sculpture, as well as interdisciplinary units. Projects are designed to encourage understanding of the medium being used, creative thinking, and artistic confidence. The projects follow a sequential, cumulative format through the three years to increase student skills, problem-solving abilities and knowledge of art, as well as providing a means of expression. Generally, lessons alternate between the instructive type to teach a specific skill or technique and the expressive type to allow students to use the skill creatively. Student work is displayed not only in the art room but in the main lobby and corridors throughout the school, thus enriching the school environment for other students, teachers, parents, and visitors.

SPECIAL EDUCATION AND STUDENT SUPPORT SERVICES

Jean M. Bean, Director

School year 1998-1999 marked a year of growth for the Student Support Services Program. Mrs. Barbara Goodman was appointed as Assistant to the Director of Special Education and Student Support Services. Mrs. Goodman has devoted a considerable amount of time responding to the Massachusetts Department of Education program review of Chapter 766 and Civil Rights implementation for Northborough, Southborough and the Northborough-Southborough Regional School Districts. The focus of this review was compliance of state and federal regulations. The first year of the program review focuses on how the districts follow the state and federal guidelines and the second year focuses on any corrective action that has been recommended. While the district had several areas on commendation, there are some areas of corrective action. The district was commended for several programs as well as the level of collaboration between special education staff and regular education staff. Compliments were given for the districts' commitment to prereferral intervention. The staff has viewed this program review as an opportunity for growth and improvement.

The district added the position of Behavior Specialist to meet the needs of students who attend Neary and Finn schools. Each school has the benefit of a half time behavior specialist to meet the needs of those children who struggle socially and emotionally in the school setting. The behavioral team has a close link to the Southborough Youth and Family Services. The collaboration between the school district and local agencies has proven to benefit children and their families. Summer tutorial services are also closely tied to the town Recreation program. Many of the initiatives are a result of the active collaboration that began five years ago with town services, private agencies and the school department. The Student Safety Network meets monthly to enhance current services to youth and their families and create new opportunities for involvement.

The Southborough School Department now has a full time nurse in each building. Our children's safety is of paramount importance. This position, along with the behavioral specialist position, completes the development of a comprehensive building based student support services team at the elementary school level. The district's three schools also include special education teachers, school psychologists, speech-language therapists, reading specialists and instructional aides. Building principals and classroom teachers share the common value with respect to inclusion of children with special needs. The Southborough Public Schools have been leaders in developing a special education program model that allows for all children, regardless of their special educational needs, to attend their local school district. Citizens of this district should take pride in the services that are provided within our schools.

PROFESSIONAL AND CURRICULUM DEVELOPMENT

Antonio J. Fernandes, Jr., Assistant Superintendent of Schools

I am pleased to announce that the Southborough School District has made significant gains in revising, writing and adopting the curriculum guides. To ensure that each curriculum truly reflects the Massachusetts State Frameworks and the district's goals, each guide is perceived as a "Living Document"; that is, each document will undergo a yearly review to properly adjust to any future changes within the state frameworks or the district's thinking on teaching and learning. Although the emphasis was to implement the English Language Arts curriculum, the district began to adopt the Mathematics and Social Studies guides. Additionally, the district is preparing to announce the newly revised Science guide. Many programs have been implemented to support the adoption of each curriculum guide. To support our "balanced" approach to reading, the district began a two-year process to implement the *Scholastic Phonics Program* in the elementary grades. This program will support our belief that the teaching of reading must be balanced, in that, daily direct instruction in the area of phonemic awareness be integrated into a rich literature environment. The following principles apply to the Scholastic Phonics Program:

- All teaching should be multisensory – The primary modalities involved in literacy development are the auditory, visual, kinesthetic, and tactile. Phonics lessons are presented through all four modalities.
- Curriculum is systematic and sequential.
- Progression is from simple to complex and concrete to abstract.
- New skills introduced are dependent on prior concepts.
- Frequency of use is provided through daily-guided practice and review of skills in meaningful context.
- Direct teaching of concepts.
- Reciprocal reading/spelling/writing connection is practiced in meaningful, purposeful context. Comprehension is juxtaposed with the phonology (Must ask comprehension questions immediately, literal followed by inferential).
- Skills can be incorporated with all types of literature.

To support the mathematics curriculum, the district adopted the program “*Investigations*.” This program will provide additional experiences for students in the area of mathematics that extends beyond the traditional textbook-based curriculum. *Investigations in Number, Data, and Space* is a K-5 mathematics curriculum developed by TERC, which is an educational research center that supports the teaching of mathematics and science. Through a grant from the National Science Foundation, TERC developed *Investigations*. Its four major goals are:

- To offer students meaningful mathematical problems.
- To emphasize depth in mathematical thinking rather than superficial exposure to a series of fragmented topics.
- To communicate mathematics content and pedagogy to teachers.
- To substantially expand the pool of mathematically literate students.

The *Investigations* curriculum embodies an approach different from the traditional textbook-based curriculum. It is designed to invite all students into mathematics - girls and boys, diverse cultural, ethnic, and language groups, and students with different strengths and interests. Problem contexts often call on students to share experiences from their family, culture, or community. The following aspects of the curriculum ensure that all students are included in significant mathematical learning:

- Students spend time exploring problems in depth.
- They find more than one solution to many problems they work on.
- They invent their own strategies and approaches, rather than relying on memorized procedures.
- They choose from a variety of concrete materials and appropriate technology, including calculators, as a natural part of their everyday mathematical work.
- Students express their mathematical thinking through drawing, writing, and talking.
- They develop their abilities to reason mathematically – to explain, justify, make conjectures, and generalize.
- They work in a variety of groupings – as a whole class, individually, in pairs, and in small groups.
- They explore the mathematics in their environment and talk with their peers.

At each grade level, the curriculum is presented through a series of teacher books, one for each unit of study. Each unit consists of investigations that involve students in the exploration of major mathematical ideas.

Through a federal grant, the district adopted the Full Option Science System (FOSS) program. Providing a dynamic learning environment in an exciting non-textbook format, the Full Option Science System (FOSS) is a complete modular science program for grades K-6. Designed to match the development levels of all students,

and having interdisciplinary active learning as its core, FOSS also integrates hands-on, real world science with science essentials multimedia materials.

FOSS was developed at the Lawrence Hall of Science, University of California, at Berkley. Funded in part by the National Science Foundation, FOSS combines the content of science with the process of science to accomplish its goals: scientific literacy for all students and instructional efficiency for all teachers.

The FOSS program consists of 27 modules organized by grade levels under the following four science disciplines:

- Life Science
- Earth Science
- Physical Science
- Scientific Reasoning and Technology

Each of the 27 modules is designed to serve 32 students and includes both a Teacher Guide and a Teacher Preparation Video. The FOSS program supports the curriculum frameworks and the science curriculum for the Southborough School District.

The district's Social Studies curriculum is currently being supported on a building-based initiative. Materials are purchased and staff workshops are held to support each grade-level expectation. The Study Teams in the areas of Technology Education, Health, Foreign Languages, and the Arts will continue their efforts to complete their documents.

Professional Development

Professional Development continues to be the cornerstone in achieving educational excellence. The district supports the basic principle that in order to provide students with a challenging and rich learning experience, we must provide a rich and challenging learning experience for educators. In addition to the professional development opportunities that are offered through the work of the Professional Development Committee, the district affords teachers the opportunity to enhance their teaching skills through the Understanding Teaching I training course. Offered through Research for Better Teaching, the training program focuses on the vast array of skills that are required in order to be effective in this profession. The Understanding Teaching course uses the knowledge base on teaching to articulate and describe the many skills that are required for successful teaching. All models of teaching and all useful techniques are included in the knowledge base, creating a framework that continues to expand to accommodate new learning. Through the study of this knowledge base, the course explicitly aims at increasing collegiality. Teachers foster self-reflection, risk-taking, mutual support and the sharing of teaching experiments. Due to the district's commitment to diversify instructional practices to meet the needs of all learners, the district formulated a partnership with Tufts University to provide modeling and training experiences to the staff on *Differentiated Instruction* strategies. Recognizing that issues of gender, culture, learning style and intelligence strength shape the varied ways in which students approach and respond to learning, teachers are presented the strategies and techniques necessary to diversify their instruction.

This year the Professional Development Committee provided opportunities for teachers to enhance their skills through a variety of workshops that directly relate to curriculum development, school improvement plans, and the Strategic Plan. The following summary from the Professional Development Committee highlights the many initiatives that have taken place.

Northborough-Southborough Professional Development Committee

Charles Gobron, Chair

Members of the Northborough-Southborough Professional Development Committee helped organize four professional development days during 1999. Each program and activity was designed to meet the needs of the individual educators in the district, to carry out the objectives listed in the Northborough-Southborough Professional Development Plan, and to align classroom instruction with the recently adopted Massachusetts Curriculum Frameworks.

On January 19, 1999, teachers throughout the district were engaged in building based workshops especially geared toward helping them implement the goals of their individual School Improvement Plans. Activities included intensive writing seminars, hands-on science strategies, social studies initiatives, and a number of programs specifically selected for the purpose of improving student achievement.

As Massachusetts began its second round of re-certification, a number of regulatory changes were made. Professional development opportunities that are content driven now play a much more significant role. There is less emphasis on professional development points and more emphasis on quality workshops linked directly to individual, school, and district improvement plans.

The Northborough-Southborough District found itself in an enviable position this fall. All district wide professional development opportunities scheduled for August and November were in complete compliance with the new Department of Education regulations. Content area tracks, consisting of ten hours of activities, covered a number of important topics, including phonemic and literary awareness, supported inclusion for children with special needs, and aligning instruction in mathematics, science, English, social studies, foreign language, physical education, and the arts to the Massachusetts Curriculum Frameworks.

On August 27, 1999, another series of building-based activities was held. Reaction to the activities offered this day was very positive; teachers and staff members appreciated having the opportunity to concentrate on the goals of their individual School Improvement Plans as the school year was beginning.

In addition to organizing professional development days, individual members of the committee have participated in a number of courses, workshops, and seminars on the local, state, and national level. The main focus of these endeavors is to improve instruction for the students in Northborough and Southborough.

Members of the Professional Development Committee are currently in the process of devising a survey to determine the future needs of the district's educators. The committee is particularly interested in meeting the professional development requirements of the many new teachers in the district. Strengthening the existing mentoring program and providing more opportunities for peer observation and assistance are two goals presently under discussion.

Professional development activities in Northborough-Southborough have earned high praise from the local and state wide educational community. This is due in no small part to the high value Northborough and Southborough citizens have placed on educational efforts. In addition, the commitment to shared decision making by members of the administration and school committee have helped foster an atmosphere where educational excellence can flourish.

English Language Arts Curriculum Team

Nancy Dooley, Chair

The English Language Arts Curriculum Guide for our K-12 district has been adopted and is being implemented in all of our schools. The document is aligned with the Massachusetts English Language Arts Frameworks and reflects the Learning Standards presented in the Language, Literature, Composition, and Media Strands.

This year our district introduced a multi-sensory phonics program, *Scholastic Phonics Program*, for all primary grades K-3. This program provides explicit, systematic phonics and spelling instruction for all students. Staff development has provided opportunities for insuring that our school district will further enhance our reading programs so that every child will meet the goal of becoming an effective reader and writer of the English language.

Our English Language Arts Curriculum provides our students with learning environments that encourage the use of a wide variety of strategies to create excellence in reading, writing, listening, speaking, and viewing. Assessment practices throughout the district will elicit data for effective implementation of this working document. As stated in our vision statement, the English Language Arts program will foster an appreciation for language. As well as acquiring knowledge, students will value, respect, and enjoy learning about and working with the English language. Reading and writing will provide a foundation for critical thinking. Students will use the tools they acquire in language arts and reading classes to explore and analyze new information across disciplines.

Science Curriculum Team

Don Holm and Robert Seymour, Co-chairs

Established in 1995, the Science Curriculum Team is comprised of representatives from the three school districts. We are fortunate to have parent representation as well on the committee. The committee has been meeting frequently since its inception to analyze and interpret the curriculum frameworks for science. The frameworks specifically recommend instructional topics for elementary, middle and secondary education. The topics include science inquiry, earth, life and physical science. At the present time, the Department of Education is in the process of revising the topics again. The topics or domains of science content are assessed on the MCAS, administered to students in grades 4, 8 and 10. The so-called topics or domains of science require students to wrestle with contradictions, puzzle through paradoxes, and evaluate evidence and search for connections. These pursuits require students to deal with the real world, both natural and man made where one question often leads to another. Through their study of science, students:

- Experience the richness and excitement of the natural world
- Apply scientific principles and processes to make personal decisions
- Discuss matters of scientific and technological concern
- Increase their potential contribution to society and to the economy

In the winter of 2000, the science curriculum for grades K-12 will be presented to the School Committee. The curriculum is a progress report mapping content for the instructional staff with the realization that the science frameworks will continue to be revised. The curriculum is a way content is designed and delivered. It includes the structure, organization, balance and presentation of the content in the classroom. The science curriculum is also developed and revised according to recent assessment information from the MCAS. The science curriculum unifies the content for the Northborough-Southborough schools.

The content of the K-4 science curriculum relies on a "hand on - minds on" approach to learning. The curriculum utilizes FOSS (Full Option Science System) to promote scientific literacy. Each kit is

developmentally appropriate and integrated with real world science for all learners. The FOSS kits have been selected to accommodate the science curriculum framework recommendations.

The science departments at the middle and high schools continue to align the curriculum to exceed the recommendation from the Department of Education. For example, a new Advanced Placement Biology course is offered to students. An Advanced Placement Physics course is being developed at the present time.

We anticipate that future changes and recommendations from the Department of Education will continue to impact science curriculum and instruction. The changes will be pervasive and sustainable, and they will continue to promote and maintain a high quality science program for all students.

Social Studies Curriculum Team

Farhana Zia and Tony Lea, Co-chairs

The Social Studies Frameworks Committee presented a progress report to the School Committee on the work of the team since receipt of the final Social Studies Frameworks guide. Since that time, team members have been serving as Social Studies Frameworks curriculum resources to staff within their respective buildings. Grade level meetings are typical means by which compliance with the Social Studies Frameworks guidelines occurs within the classrooms. Building-based professional development workshops, grade level meetings, and purchase of materials currently exist to support the curriculum.

Mathematics Curriculum Team

Barbara Haig, Chair

The Massachusetts Curriculum Team is an ongoing committee with representatives from each of the schools in the district. The team acts as a communication link between and among the schools, discussing questions and concerns and acting as a support group for classroom teachers.

The Mathematics Curriculum Team completed its review and update of the Mathematics curriculum in the district and presented the document to the School Committee. The team had correlated the content of the Massachusetts Curriculum Frameworks; the Standards of the National Council of Teachers of Massachusetts; and the philosophy, values, and goals of the district with the information gathered from classroom teachers and began to develop an assessment component. The Team also proceeded to complete plans for professional development opportunities in order to implement changes in the curriculum.

During this past summer, the district hosted a Summer Content Institute sponsored by the Department of Education. The Institute focused on the implementation of a standards-based curriculum program, *Investigations in Number, Data, and Space*. The authors of the program provided the training. Among the one hundred plus participants were twenty-five teachers from our system. Following the week-long training sessions, these teachers continue to meet on a monthly basis receiving additional training in content as well as in pedagogy to enhance the implementation of the program. Two day-long training sessions were also included. Participants in the Summer Content Institute also received program materials for themselves and their classrooms. Additional teachers will be trained next year.

The Mathematics Curriculum Team continues to provide professional development opportunities for teachers focusing on the various aspects of mathematics pedagogy at all grade levels.

The Arts Curriculum Team

Lee Blanchett, Chair

The Massachusetts Arts Curriculum Framework was rewritten during the 1998-1999 school year. A final draft was approved by the Board of Education in May, 1999.

Members of the Arts Study Team participated in a summer workshop to align our curriculum in Music, grades 6-8; Visual Arts, grades K-8; and Instrumental Band Music, grades 4-8, with the state framework. A scope and sequence was developed for each of the areas mentioned above. Listed are the skills that every student should know and be able to do.

The Music scope and sequence written in 1998 for grades K-5 was revised and updated so as to also be aligned with the new framework document. This school year, work will continue at the high school level. Scope and sequences will be developed for each of the arts programs, grades 9-12.

Health Curriculum Team

Jean Fedak, Chair

The Health Study Team includes faculty members from each school, as well as parent representatives. In past years this committee's task has been to review all components of the current K-12 Health, Physical Education, and Family and Consumer Sciences Curricula, to assess the interdisciplinary connections of the three disciplines. Now that the committee has received a series of "*effective practices*" from faculty members, they will begin to revise and write a comprehensive K-12 Health Curriculum.

Technology Education Curriculum Team

Donald Padgett, Chair

The members of the Technology Education Curriculum Study Team have promoted in their schools, the implementation of "*effective practices*" in the areas of Math, Science, and Technology Education. Massachusetts Education Reform curriculum frameworks define technology education as providing students with the ability to use and apply technology in the areas of communication, construction, manufacturing, power, energy, and transportation. The study team will continue to study the MCAS results to reflect what changes are needed as they begin to revise and develop a comprehensive K-12 Technology Education Curriculum guide.

Foreign Language Curriculum Team

Maxine Bellow, Chair

The Foreign Language Curriculum Frameworks Study Team continues to recommend the implementation of an elementary program starting in kindergarten for both French and Spanish. This would develop into a complete program from kindergarten through grade twelve as outlined in the Foreign Language Frameworks.

The high school teachers rewrote their curriculum during last year and several recent workshops offered to all foreign language teachers in the Northborough and Southborough schools have concentrated on creating a seamless curriculum within the district and on aligning the levels we now have with the Frameworks. Another workshop trained the teachers in evaluating our texts to see how effective they are in meeting the communicative goals of the Foreign Language Frameworks. In August and November additional staff workshops were offered to teach listening and reading skills in the foreign languages.

Recently there has been a discussion regarding offering Spanish and French at grade six to strengthen preparation for entering the high school at the second year level. Another consideration is to offer Honors for Spanish and French in grade eight.

Technology Committee

Gail Jenks and Jean Fitzgerald, Co-chairs

Technology initiatives occupy an important place in the vision and mission of education in our school district. Technology enables students to engage in active, cooperative, or individualized learning situations and enhances the scope of interdisciplinary curriculum projects.

Our five-year Technology Plan has provided guidelines for student objectives to help our faculty design projects that will be enhanced with technology, whether it is computers, scanners, or digital cameras. There has been a substantial growth of technology integration into the curriculum with students using multimedia presentation programs, graphical organizers, and spreadsheet simulations in addition to word processing for designing and developing essays, letters, and reports. Research has been expanded through the use of the Internet with students using a critical eye to evaluate the data obtained at many different sites. Younger students have access to subject specific software that supplements classroom activities.

Our faculty has also improved their skills and computer use with the introduction of e-mail, which has allowed teachers with very full schedules to more easily communicate with one another in planning interdisciplinary projects. Teachers can also confer across our district to share resources and improve the transitions from grade to grade. With the administrative emphasis on quality professional development workshops, teachers have been trained in using programs such as Power Point, Easy Grade Pro, music notation, Inspiration, and Hyper-studio, as well as learning techniques to more successfully navigate the WWW.

At the request of the Superintendent of Schools, the district-wide Instructional Technology Committee is in the process of revising our Technology Plan by re-examining hardware purchased and long-range objectives and goals. This committee consists of representatives from all grade levels as well as administrators and a school committee member. Included in this plan will be the results of a recent survey of faculty and students assessing their use and comfort level with various aspects of technology.

We are striving for the technology goal as set forth in our Strategic Plan's Vision 2005, which states:

Technology is available and utilized in every classroom as a tool to increase productivity and to meet the needs of our ever-changing world. Every school has access to local as well as global information networks to connect students to learning within the school community, the community at large and the world.

Grants

As a result of applying and receiving grant monies from the state and federal levels, many initiatives will continue in our district. For example, through the "Access to the Curriculum" grant, a partnership will continue with Tufts University to ensure additional training and support for staff on *Differentiated Instruction* strategies. Through state and federal grants, the district was able to provide staff training and materials to support the Mathematics and Science curriculum guides. The following summary highlights the various grants.

E.C.I.A. Title VI

Under the terms of the Education Consolidation and Improvement Act E.C.I.C. Title VI, the district applied for and was awarded a grant in the amount of \$4,176.00.

Through the recommendation of the Superintendent of Schools, the grant funding will be used to support, through the allocation of software, hardware and staff training improvements in technology. Specific software material was purchased to assist teachers align teaching and learning to the Massachusetts State Frameworks and the Massachusetts Comprehensive Assessment System (MCAS) test.

Dwight D. Eisenhower Title II

Under the terms of the Dwight D. Eisenhower Title II program, the district applied for and was awarded a grant in the amount of \$4,147.00

Through the recommendation of the Superintendent of School, the grant funding will be used to provide staff training in the areas of Mathematics and Science. The training will support the efforts of teachers to implement the *Investigations* math program, and *Full Option Science System* (FOSS) program.

Access to the Curriculum

The district will utilize their share of this grant to continue with our partnership with Tufts University. Consultants will train our staff in Differentiated Instruction strategies. The training will afford both regular and special education teachers the opportunity to enhance their teaching methods to address various learning styles. Total grant funding for the Northborough, Southborough and Northborough-Southborough Regional School Districts is \$17,943.00.

Drug Free Schools Grant

The Drug Free Schools Grant supports district initiatives that encourage students in grades K-12 to choose safe life styles. Initiatives supported through these funds include Personal Safety, Middle School Parent Workshops and an anger management program. An after school homework club is also subsidized by this grant. The district has a heavy emphasis on using these funds for prevention in hopes that children may be diverted from requiring long-term intervention. The total grant funds for the Northborough, Southborough and Northborough-Southborough Regional School Districts totals \$21,987 for school year 1998-1999.

Health Protection Grant

This grant is coordinated under the direction of the K-12 Health Education Coordinator. The Health Coordinator's primary role at the elementary school level is to work with building principals and classroom teachers in developing age appropriate health education programs. Some of the district's health related school programs are funded under this grant as well as the Kids and Company personal safety program. The consolidated grant for the Northborough, Southborough and Northborough-Southborough Regional School District totals \$90,865 for school year 1998-1999.

Federal Grant 94-142

This year the Northborough, Southborough, and Northborough-Southborough Regional School Districts received \$261,656 in federal entitlement money to support special education programs. The funding is based on the number of children currently receiving services through special education plans. The districts combine the funds to support specialized programs.. This year the funds are used to employ a teacher of adaptive physical education, speech therapists, instructional aides and tutors. The funds provided under 94-142 cannot be used as replacement funds but must be used for additional specialized services.

Community Partnership

The Southborough School District participates along with the communities of Boylston, Berlin, Northborough and Marlborough, in the Community Partnership for Early Childhood Education. The Y.M.C.A in Southborough and in Northborough as well as other participating private preschools are able to provide subsidized tuition to working parents. Parents are allowed subsidies even if the income is earned by two parents working. The school district benefits from this program through help in supporting special education staff and special needs children attending these integrated programs. This grant has been providing funds for the past three school years. More information regarding this program is available through the Y.M.C.A. Boroughs Branch.

Early Childhood Grant

The consolidated districts of Northborough and Southborough share their funds to employ an Early Childhood Coordinator and a Special Education teacher for children with special education needs at the preschool level. This year the integrated program is housed at the Zeh School and serves children from both districts. A second half-day program began this year and is partially funded through tuition for typically developing children. This is the fourth year of this program and further expansion is anticipated over the next several years. The Early Childhood Grant totals \$33,061.

SOUTHBOROUGH PUBLIC SCHOOLS

Enrollment by Grades

October 1, 1999

School	K	1	2	3	4	5	6	7	8	Total
Finn	142	182	163							487
Neary				162	165	156				483
Woodward							133	148	113	394
Total	142	182	163	162	165	156	133	148	113	1364

**FACULTY OF SOUTHBOROUGH PUBLIC SCHOOLS
1999-2000**

MARY E. FINN SCHOOL

Principal

Mary A. Ryan, B.S., M.Ed., Worcester S.C.

Kindergarten

Nancy E. Bauman, Co-Team Leader, B.A., Regis College

Joan E. Croeber, B.S., Keene S.C.

Heather A. Devine, Co-Team Leader, B.S.Ed., Syracuse Univ.;
M.Ed., Fitchburg S.C.

Rachele Lopatka, B.S., Cornell Univ.; M.S., Wheelock College

Grade 1

Barbara H. McMahon, Co-Team Leader, B.A., Clemson Univ.

Kimberly F. Nanigian, Co-Team Leader, B.S.Ed., Univ. of Edinboro, PA

Jodi Geller, B.A., M.A.T., Tufts Univ.

Katie L. Lynch, B.S., M.Ed., U. Mass.

Sara T. Miller, B.S.Ed., Wheelock College

Lorraine Q. Robinson, B.S.Ed., Framingham S.C.

Maureen E. Silven, B.A., M.A.T., Tufts Univ.

Mary Jane Sparrow, B.A., U. Mass.

Monica Steinberg, B.S.Ed., City College of City U. of NY;
M.S.Ed., Queens College (LOA)

Grade 2

Mary Jo Fisher, Co-Team Leader, B.S., State Univ. of N.Y.;
M.Ed., St. Michael's College

Elizabeth Loeffler, Co-Team Leader, B.S., U. Mass./Amherst;
M.Ed., Framingham S.C.

Margaret J. Daly, B.S. Ed., Bridgewater S.C.; M.Ed., Framingham S.C.

Kelli Dupuis, B.A., M.A. Univ. of Conn.

Mary E. Hester, B.S., Boston College; M.Ed., Anna Maria College

Ruth A. Kuniholm, B.S.Ed., Fitchburg S.C.; M.Ed., Lesley College (LOA)

Marie A. Majeski, A.B. Anna Maria College; M.Ed., Worcester S.C.

Christine Morris, B.S., Worcester S.C.; M.Ed., Lesley College

Bethany G. Wharton, B.A., Becker College

MARGARET A. NEARY SCHOOL

Principal

Stephen L. Billhardt, B.A., Dickinson College; M.Ed., Lesley College;
C.A.S., Harvard Graduate School of Education

Grade 3

Vasiliki Angelou, Co-Team Leader, B.A., U. Mass.

Karyn B. Stodulski, Co-Team Leader, B.S., Fitchburg S.C.

Amy F. Brayley, B.Ed., U. Mass.; M.Ed., Cambridge College

Kimberly Collins, B.S., Springfield College

Karen Hierman, B.S., North Adams S.C.; M.Ed., Framingham S.C.

Susan Murphy, B.A., Mount Holyoke College; M.Ed., Boston Univ.

Rosalie Vendetti, B.S., William Patterson College; M.Ed., Framingham S.C.

Grade 4

Katharine Howard, Team Leader, B.A., Anna Maria College;
M.Ed., Worcester S.C.
Diane Buffone, B.S., Worcester S.C.; M.Ed., Worcester S.C.
Kathleen Denning-Lord, B.A., St. Joseph's College; M.Ed., Boston College
Amy K. Kelly, B.A., Hobart/William Smith College; M.Ed., Boston College
Marie Quinn, B.S.Ed., Bridgewater S.C.
Mary Ellen Shields, A.S., Quinsigamond C.C.; B.S., Fitchburg S.C.;
M.Ed., Framingham S.C.
Kristin Theve, B.S., Springfield College; M.Ed., Worcester S.C.

Grade 5

Cecilia Lynch, Team Leader, B.A., Anna Maria College; M.Ed., Worcester S.C.
Joyce Burzillo, B.S.Ed., M.Ed., M.SpEd., Framingham S.C.
Sheila Finnegan, B.A., M.Ed., Bridgewater S.C.
Charles Gobron, A.B., Holy Cross; M.Ed., Framingham S.C.
Daniel Shea, A.A., Worcester Jr. College; B.S. Ed., Bridgewater S.C.
Miriam Soldo, B.S., North Adams S.C.
Kathryn Wilson, B.A., Providence College

P. BRENT TROTTIER MIDDLE SCHOOL

Principal

Linda A. Murdock, B.A., Univ. of MN; M.Ed., Lesley College;
M.Ed., Cambridge College; J.D., Harvard Law School

Assistant Principal

David Smith, B.S., Keene S.C.; M.Ed., Worcester S.C.

Grade 6

Patricia Cohen, Team Leader, B.A., Regis College; M.Ed., Worcester S.C.
Michael Delman, A.B., Brown Univ.; M.Ed., Lesley College
Richard Gablaski, B.S.Ed., M.S., Worcester S.C.
Kelley Gangi, B.A., U. Mass.
Jill Katzer, B.S., M.S., Syracuse Univ.
Marylea Sullivan, B.A., U. Mass.; M.Ed., Worcester S.C.

Grade 7

Gail Dufault, Team Leader, B.A., M.Ed., Worcester S.C.
James Burke, B.A., American International College; M.Ed., Framingham S.C.
Andrew J. Crowe, B.A., Vassar College; M.Ed., Univ. of NH
Lori Gompf, B.S., Ohio Univ.; M.Ed., Boston College
Kathleen Haley, B.S., Univ. of NH
Peter Langelier, B.S.Ed., M.Ed., Worcester S.C.
Stephen Wamback, B.S., M.Ed., Worcester S.C.

Grade 8

Susan B. Farese, Team Leader, B.A., Boston College;
M.Ed., Cambridge College
Steven Brady, B.A., Assumption College
Elizabeth Henry-Veeneman, B.A., M.A.T., Univ. of Pittsburgh
Lawrence Hockstad, A.B., M.A.T., Harvard Univ.
P. Daniel Lewis, B.A., Dartmouth College; M.A., Tufts Univ.
Tracy L. Wood, B.A., Univ. of Rochester, NY (LOA)

Family and Consumer Science

Linda L. Bowes, B.S., M.Ed., Framingham S.C.

French/Spanish

Margaret Marinelli, B.A., Boston College; M.Ed., Worcester S.C.

Jane E. O'Toole, B.A., College of Wooster, OH; M.Ed., Univ. of Arizona

Health and Physical Education

William O'Connor, B.S.Ed., Northeastern Univ.;

M.Ed., Boston State Teachers College

Study Skills

Thera F. Robbins, B.A., Ohio Univ.

Technology Education

Douglas Somerville, B.S., M.Ed., Bridgewater S.C.

SPECIAL EDUCATION AND PUPIL SERVICES

Inclusion Specialist

Dr. Karen P. Carlson, B.A., Wellesley College; Ph.D., Univ. of So. Florida

School Psychologist

Nancy G. Gerety, B.S., U. Mass; M.Ed., Boston College; M.A., Tufts Univ.

Patrice McGourty, B.S., Northeastern Univ.; M.Ed., Rivier College;

C.A.G.S., Assumption College

Special Needs Resource Teachers

Jessica E. Fay, B.S., The College of St. Rose

Mary Insani, B.S.Ed., M.Ed., M.Ed. Admin., Framingham S.C.

Margery Lubanko, B.S., U. Hartford; M.A., California S.U., Northridge

Deborah L. Record, B.A., St. Michael's College; M.Ed., Simmons College

Clayton Ryan III, B.A.; M.Ed., Framingham S.C.

Catherine Webb, B.S., Univ. of Vermont

Remedial Reading

Patricia Pastner, B.A., Anna Maria College; M.Ed., Worcester S.C.

Jennifer R. Shields, B.S., North Adams S.C.; M.Ed., Framingham S.C.

Language Arts Tutor

Betsy Joseph, B.A., Tufts Univ.; M.Ed. Framingham S.C.

Joan L. McMahon, B.S., Eastern Conn. S.C.; M.S., Fordham Univ.

Special Needs Tutors

Frances Caddigan, B.S.Ed., Boston College

Sally A. Mitchell, B.S., U. Mass.

Roshen Menon

Barbara L. Wicklman, B.S., Gordon College

Speech Pathologists

Jill M. Johnson, B.A., Assumption College; M.S., MGH Institute of
Health Professionals

Wendy Morrison, B.S., U. Mass.; M.S., Univ. of Wisconsin

Phyllis Trincia, B.F.A., M.A., Ohio Univ.

Adaptive Physical Education

Thomas P. McCabe, B.S., Univ. of NH (P.L. 94-142)

School Nurses

Dale A. Burgess, B.S.N., Northeastern Univ., Certified

Frances Carrigan, R.N., St. Vincent's Hospital, Certified

Carolann R. Kane, R.N., Catherine Laboure School of Nursing, Certified

School Physician

Dr. Sharon Campion

TEACHING SPECIALISTS

Art

Martha K. Bachman, B.F.A., Alfred Univ.;	
Art Ed. Teaching Cert., Edinboro Univ.	Finn/Trottier
Joyce Caras, B.F.A., U. Mass., Lowell	Finn
Marsha Gleason, B.A., Westfield S.C.	Neary

Computer

Beth M. DePasquale, B.S., Worcester S.C.; M.Ed., Fitchburg S.C.	Finn
Gail Jenks, B.S.Ed., Bridgewater S.C.; M.Ed., Framingham S.C.	Trottier
Patricia Lally, B.A.Ed., U. Mass./Amherst; M.Ed., Worcester S.C.	Neary

Library/Media

Leslie Duffy, B.A., U. Mass; M.S., Simmons College	Trottier
Jan Herzog, A.B., Wellesley College	Finn
Laurie Woodfin, B.A., Colby College; M.S., Simmons College	Neary

Guidance

Barbara D. Dumont, A.B., M.A., Univ. of Michigan	Trottier
Tanya Marderosian, B.S., M.A., Framingham S.C.	Finn
Elizabeth Sobol, B.S., Boston Univ.; M.A., Univ. of Maryland	Neary

Music

Frances Alibrio-Curran, B.S., Univ. of Conn.;	
M.M., Univ. of Lowell	Neary/Trottier
Carolyn M. Alzapiedi, B.M., Anna Maria College	Trottier/Finn
Ann M. Chetwynd, B.M., U. Mass., Lowell	Finn
Stephen Curtis, B.A., Berklee College of Music;	
M.M., U. Mass./Lowell	Neary/Trottier
Kristen Grillo, B.M.E., Univ. of Southern Maine	Neary
Rebecca Makara, B.M., Catholic Univ. of America	Trottier/Neary

Physical Education

Anne-Marie Angus, B.Ed., Dunfermline College (Scotland)	Finn/Trottier
Raymond LaChance, B.S., Springfield College	Neary
Brenda Lutfy, B.S., M.S., Bridgewater S.C.	Neary
Joanna P. Rowe, B.S., Univ. of RI	Finn

SUPPORTIVE PERSONNEL

Special Needs Aides

Pamela Banks, B.S., Framingham S.C.	Zeh Pre-School
Nancy Boynton, B.A., State Univ. College at Potsdam, NY	Trottier
Amy Brewis, B.S., Elmira College, NY (P.L. 94-142)	Finn
Susan M. Carta, B.A., Boston College; M.S., Wheelock College	Finn
Susan T. Clark, B.A., Ithaca College; M.A., Syracuse Univ.	Neary
Donna Daluise, B.S., Salem S.C.	Trottier
Cathy L. Fagone, B.S.Ed., Boston S.C.	Neary
Kathy B. Gowen, B.S., Boston Univ.	Neary
Patricia G. Harrison, B.A., Westfield S.C.; M.Ed., Lesley College	Finn
Tracie B. Lee, B.A./B.S., Keene S.C.	Finn
Sue Ellen Lievense, B.A., Michigan State Univ.; M.A., Univ. of Detroit	Finn
Linda Moran, B.A., Merrimack College	Neary
Sue Ellen Renfrew, B.A., Earlham College	Trottier
Virginia S. Sands, B.S., Framingham S.C.	Finn

Thomas St. Pierre, B.A., Dickinson College	Trottier
Brandon M. Underwood, B.A., Brandeis Univ. (P.L. 94-142)	Neary
<u>Substitute Callers</u>	
Joan Baker (6-8)	
Joseph Ferraro (K-5)	
<u>Secretaries</u>	
Deborah Geever	Finn
Barbara Gordon	Neary
Monica Kennedy	Special Needs, Neary
Nancy Gill	Trottier
<u>Administrative Assistance</u>	
Pamela Bishop	Finn
Charlotte Methe	Neary
<u>Clerical Aides</u>	
Robin Mason	Finn
Sara Hamill	Neary
Nancy Joyal	Trottier
<u>CUSTODIAL PERSONNEL</u>	
Keith J. Campbell	Finn
Michael Castell, Head Custodian	Neary
Scot Dunnet	Trottier
Paul Flynn	Neary
Joseph Mancini	Trottier
Janice E. Morin	Trottier
Daniel Morrison, Head Custodian	Trottier
Leonard Needels	Neary
James M. Robbins	Trottier
Brian Sullivan, Head Custodian	Finn
William A. Vail, Jr.	Finn
<u>CAFETERIA PERSONNEL</u>	
Theresa Locke, Supervisor of Cafeterias	
Denise McShera, Manager	Trottier
Norene Cooley	Trottier
Susan Hillcoat	Neary/Trottier
Mary Kerbel	Neary
Hazel McCarthy	Finn
Gina Pensalfini	Finn
Cheryl A. Pini	Trottier
V. Kathleen Riga	Neary

**TOWN OF SOUTHBOROUGH SCHOOL FINANCIAL STATEMENT
FOR THE 1999 FISCAL YEAR - JULY 1, 1998 THROUGH JUNE 30, 1999**

APPROPRIATION:

Regular Education	\$	5,696,622
Special Education	\$	1,320,154
Total Beginning Appropriation	\$	7,016,776
Additional Appropriation	\$	328,004
Total Appropriation	\$	7,344,780

EXPENDITURES:

REGULAR DAY PROGRAMS

ADMINISTRATION:

School Committee	\$	19,250
Superintendent's Office	\$	101,077
Administrative Support Services	\$	75,548
Total Administration	\$	195,875

INSTRUCTION:

Supervision	\$	27,200
Principals' Offices	\$	360,653
Teaching (includes Salaries, Workshops, Supplies & Field Trips)	\$	3,700,738
Professional Development	\$	51,750
Textbooks & Instructional Equip	\$	167,538
Library Services	\$	150,544
Media Services	\$	14,491
Guidance Services	\$	127,388
Total Instruction	\$	4,600,302

OTHER SCHOOL SERVICES:

Attendance Services	\$	500
Health Services	\$	84,865
Pupil Transportation	\$	159,862
Cafeteria Services	\$	-
Student Body Activities	\$	10,900
Total Other School Services	\$	255,927

OPERATION OF PLANTS:

Custodial Services (Salaries & Supplies)	\$	352,300
Heating	\$	47,875
Electricity	\$	81,750
Telephones	\$	27,125
Gas	\$	1,600
Water	\$	4,800
Technology Telecommunication	\$	19,158
Total Operation of Plants	\$	534,408

MAINTENANCE:

Grounds	\$	3,500
Buildings	\$	39,400
Equipment	\$	25,840
Total Maintenance	\$	68,740

EARLY RETIREMENT LIABILITY \$ 19,750

LEASE OF EQUIPMENT \$ 20,670

TUITION OTHER PUBLIC SCHOOLS \$ 9,950

TOTAL EXPENDITURES, REGULAR DAY PROGRAMS \$ 5,696,622

SPECIAL EDUCATION PROGRAMS

Supervision	\$	60,412
Teaching (Salaries & Supplies)	\$	613,281
Professional Development	\$	3,800
Psychological Services	\$	121,161
Technology SPED	\$	1,500
Health Services	\$	60,000
Transportation	\$	24,000
Telephone	\$	1,000
Equipment Maintenance	\$	500
New Equipment	\$	3,000
Programs - Other School in MA	\$	311,000
Payments to Collaboratives	\$	120,500

TOTAL EXPENDITURES SPECIAL EDUCATION

\$ 1,320,154

TOTAL EXPENDITURES

REGULAR DAY AND SPECIAL ED

\$ 7,016,776

Additional Appropriation

\$ 328,004

GRAND TOTAL

\$ 7,344,780

SCHOOL LUNCH ACCOUNT

INCOME:

Balance from FY98	\$	-
Total Receipts, FY99	\$	125,944
Appropriation	\$	14,110
Total Revenues	\$	140,054

EXPENSES:

Total expenditures	\$	140,054
BALANCE TO FY00	\$	-

CHAPTER II D.D. EISENHOWER GRANT

Expenditures	\$	4,147
Unexpended Balance	\$	-
Total Grant Received	\$	4,147

TITLE VI GRANT

Expenditures	\$	4,176
Unexpended Balance	\$	-
Total Grant Received	\$	4,176

EARLY CHILDHOOD GRANT

Expenditures	\$	14,304
Unexpended Balance	\$	-
Total Grant Received	\$	14,304

SOUTHBOROUGH HIGH SCHOOL STUDY COMMITTEE

The Southborough High School Study Committee (SHSSC) was created and appointed by the Board of Selectman in July 1998. It was charged with investigating the issues surrounding the needs for expanded facilities for high school students and making any recommendations that is deemed appropriate.

The SHSSC has reviewed many issues that touch on the subject including:

- History of high school education decisions within the Town
- Historical enrollments within the region
- Demographic forecasts for the region and forecasting techniques
- Current Algonquin building capacity
- Legal issues of the school region and Northborough-Southborough Regional School Agreement
- Massachusetts data on high school operating costs
- Massachusetts data on high school outcomes
- Massachusetts school accreditation procedures
- Course selection information from Massachusetts high schools
- National published research on issues of school size and quality
- National professional organization recommendations on school size and quality
- Recommendations of local school principals on school size and quality
- Characteristics of existing Algonquin site and its adjoining land
- Site availability for new schools
- National opinion survey data on school size preferences

The Committee's principal findings can be summarized as follows:

1. There is a strong recommendation from national professional educational organizations, local school principals and national educational research, that a 1650 student school is an inferior solution compared to two high schools, one of 700 and one of 900. The opportunity for student participation in the school community and sense of belonging are the main reasons for the strong recommendations for smaller schools.
2. The decision we make is likely to be with us for at least 25 and probably 50 years.
3. The capital costs of either approach, in total for the two towns, are about the same, and very large, about \$45-50 million. At this time the towns have not reached agreement on how these costs should be split under any of the alternative approaches.
4. There are no operating cost savings to operating larger schools vs. smaller schools in this size range. This is confirmed by Massachusetts data and national research.
5. There are no barriers to creating and running a two high school system, either within the region, or separately in the towns. Many communities operate schools in these size ranges with success and costs comparable to that we have experienced with Algonquin.
6. There is no strong reason to move away from the regional management system. It may continue to hold advantages for us. Unlike the decision involved in constructing the school, if there is one school in each town this decision can be changed in the future should the need arise.

Recommendations:

1. Two schools.
 - a. The Committee recommends that two complete high schools rather than one large school be created. This should be done by constructing one new school in Southborough and renovating the existing Algonquin building or building a new 900 student facility in Northborough.
 - b. The location of the second high school is less important than the issue of school size. With the regions extended geography, and two independent taxing authorities, it clearly makes sense to locate one of the two schools in Southborough.
2. Keep the regional management system.
3. Amend the agreement to provide for the above and to provide for the allocation of assets should the towns ever decide to dissolve the region.

The Committee has held three public hearings and plans several more. The SHSSC made an interim report to the 1999 Southborough Annual Town Meeting, and will present warrant articles at the April 1, 2000 Special Town Meeting.

ANNUAL TOWN WARRANT
of the
TOWN OF SOUTHBOROUGH
MASSACHUSETTS



For the Annual Town Meeting on

April 10, 2000

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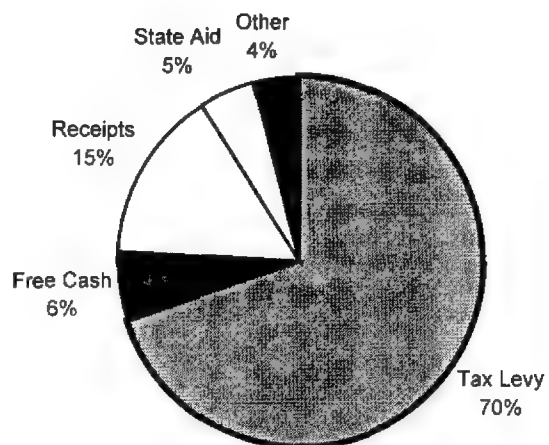
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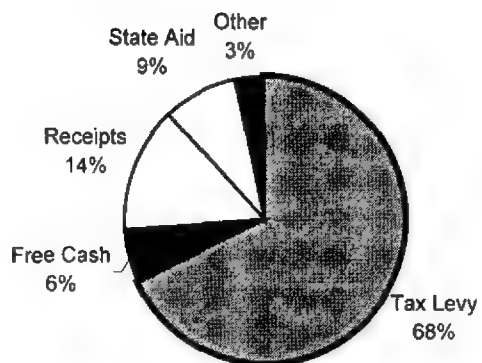
TOWN OF SOUTHBOROUGH

REVENUES								
Fiscal Year	1994 RECAP	1995 RECAP	1996 RECAP	1997 RECAP	1998 RECAP	1999 RECAP	2000 RECAP	
LEVY	8,293,637	8,819,266	9,468,771	10,309,556	11,010,138	11,785,254	12,623,495	
2 1/2	207,341	220,482	236,719	257,739	275,253	294,631	315,587	
NEW GROWTH	318,288	405,515	604,066	442,843	499,863	543,610	1,280,105	
LEVY	8,819,266	9,445,263	10,309,556	11,010,138	11,785,254	12,623,495	14,219,187	
DEBT & CAPITAL EXEMPTION-Voted	324,512	476,129	397,163	428,523	788,415	1,581,908	1,988,216	
DEBT & CAPITAL EXEMPTION-Proposed	0	0	0	0	0	0	0	
REIMBURSEMENT	0	0	0	0	0	0	661,256	
TOTAL LEVY	9,143,778	9,921,392	10,706,719	11,438,661	12,573,669	14,205,403	16,546,147	
TAX RATE	12.90	13.30	13.60	13.30	12.85	14.84	14.30	
	706585	732084	774806	806,412	918,124	949,612	1,028,743	
OTHER REVENUES								
CERTIFIED FREE CASH	445,322	917,753	895,875	1,280,000	1,074,500	1,224,500	1,371,000	
LOCAL RECEIPTS	1,324,729	1,500,984	1,567,728	1,561,800	2,054,397	2,323,277	2,569,478	
WATER RECEIPTS	621,330	648,480	585,110	646,563	658,905	622,531	739,597	
LOCAL AID	632,496	690,074	796,012	885,486	1,008,483	1,154,204	2,037,901	
OTHER AVAILABLE	356,659	608,237	272,156	359,891	775,029	533,732	699,377	
TOTAL OTHER	3,380,536	4,365,528	4,116,881	4,733,740	5,571,314	5,858,244	7,417,353	
TOTAL REVENUE	12,524,314	14,286,920	14,823,600	16,172,401	18,144,983	20,063,647	22,963,500	
EXPENDITURES								
	1994 RECAP	1995 RECAP	1996 RECAP	1997 RECAP	1998 RECAP	1999 RECAP	2000 RECAP	
OTHER	152,520	48,437	70,502	197,420	137,015	562,921	185,592	
STATE AND COUNTY CHARGES	37,096	40,208	53,778	53,103	55,933	63,957	70,892	
OVERLAY	150,000	350,000	150,000	292,254	241,046	200,000	201,843	
TOTAL CHARGES	339,616	438,645	274,280	542,777	433,994	826,878	458,327	
	CAPITAL	CAPITAL	CAPITAL	CAPITAL	CAPITAL	CAPITAL	CAPITAL	
DEBT & INTEREST-Voted	427,148	423,915	535,697	584,017	883,790	1,298,443	1,988,216	
DEBT & INTEREST-Proposed	0	0	0	0	0	0	0	
CAPITAL ARTICLES	774,529	1,515,955	960,306	972,541	1,689,607	1,491,426	1,412,712	
TOTAL CAPITAL	1,201,677	1,939,870	1,496,003	1,556,558	2,573,397	2,789,869	3,400,928	
	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	
INSURANCE	775,992	809,758	890,278	872,691	984,011	1,094,972	1,237,321	
TOWN BUDGET	3,596,765	3,800,759	4,107,043	4,554,099	4,655,767	5,191,371	5,670,122	
BUDGET ARTICLES	329,115	441,213	466,239	527,993	470,792	581,411	719,496	
SCHOOLS BUDGET	5,952,324	6,372,007	6,820,415	7,362,757	8,098,409	9,166,534	10,241,187	
TOTAL BUDGETS	10,654,196	11,423,737	12,283,975	13,317,540	14,208,979	16,034,288	17,868,126	
PERCENT INCREASE	3.03%	7.22%	7.53%	8.41%	6.69%	12.85%	11.44%	
STABILIZATION	300,000	300,000	600,000	0	150,000	300,000	401,000	
TOTAL EXPENDITURES	12,495,489	14,102,252	14,654,258	15,416,875	17,366,370	19,951,035	22,128,381	
BALANCE	28,825	184,668	169,342	755,526	778,614	112,612	835,119	
Total Town Meeting Appropriations	12,155,873	13,663,607	14,379,978	14,874,098	16,932,376	19,124,157	21,670,054	

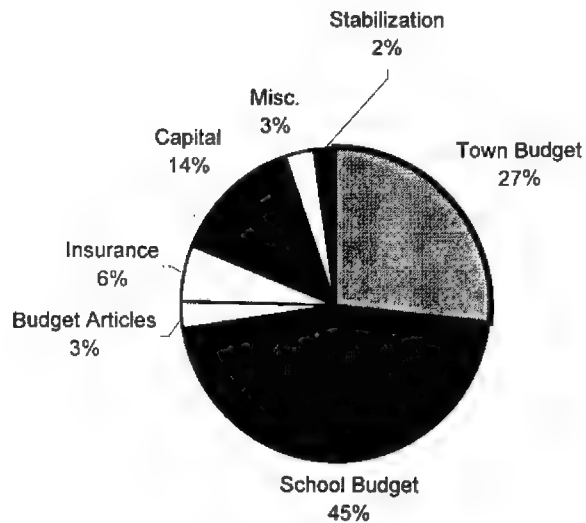
Town of Southborough
Where the Money Comes From
FY 1995



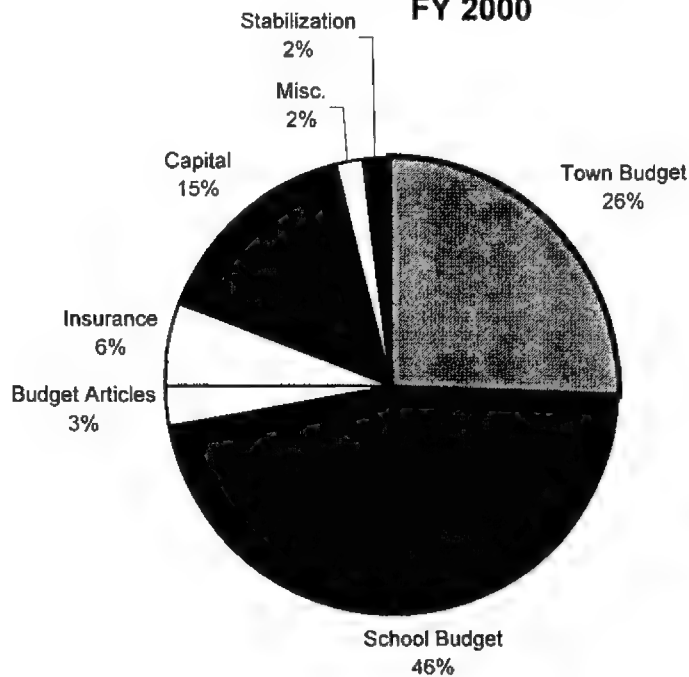
Town of Southborough
Where the Money Comes From
FY 2000



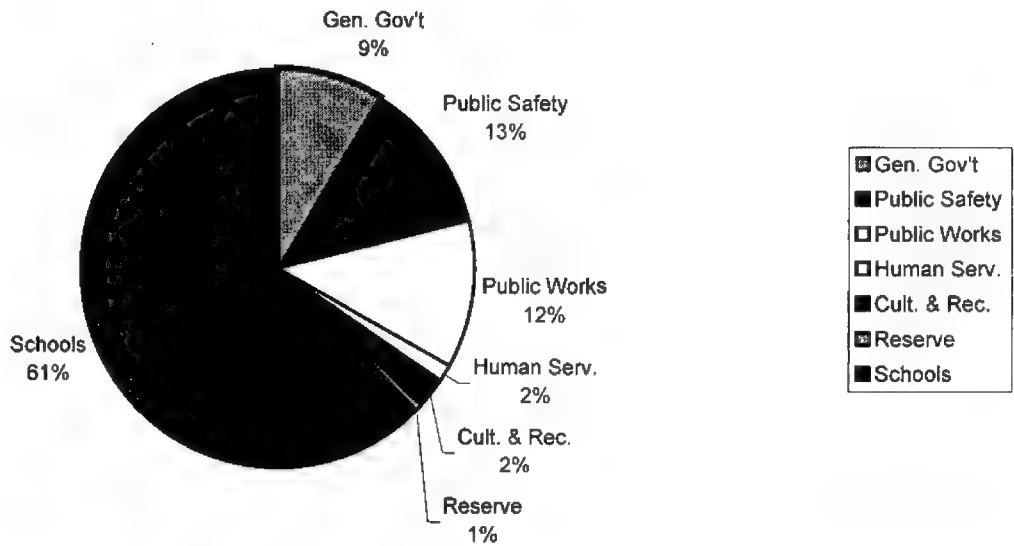
**Town of Southborough
Where the Money Goes
FY 1995**



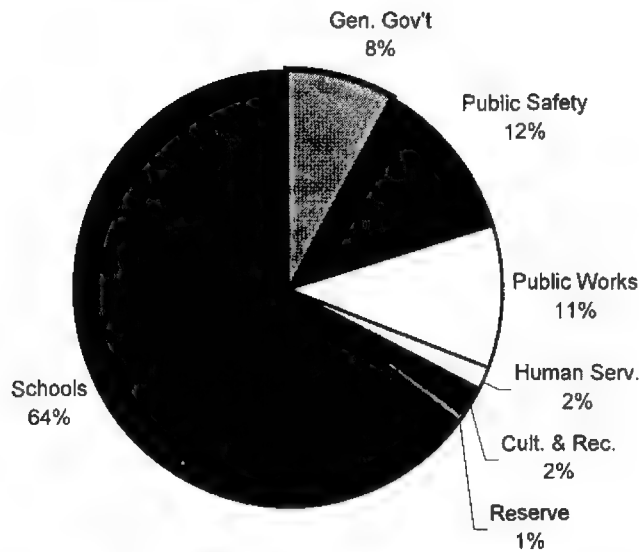
**Town of Southborough
Where the Money Goes
FY 2000**



**Town of Southborough
Operating Budgets FY 1995**



**Town of Southborough
Operating Budgets FY 2000**



TOWN FINANCE TERMINOLOGY

The following terms are frequently used in the Advisory Committee Report and at Town Meeting. For your convenience, we provide the following definitions.

Surplus Revenue: (Often referred to as "Excess and Deficiency")

The fund represents the amount by which the Cash, Accounts Receivable and other floating assets exceed the liabilities and reserves.

Available Funds: (Often referred to as "Free Cash")

The amount of the Unreserved Fund Balance (Surplus Revenue) account over and above uncollected taxes of prior years constitutes "free cash" or "available funds".

Overlay:

The Overlay is the amount raised by the Assessors in excess of appropriations and other charges for the purpose of creating a fund to cover abatements granted and avoiding fractions.

Overlay Reserve:

This is the accumulated amount of the Overlay for various years not used or required to be held in the specific Overlay account for a given year, and may be used by vote of the town for extraordinary or unforeseen purposes or voted into the Reserve Fund.

Stabilization Fund:

An outside section of Chapter 138 of the Acts of 1991 (the FY92 State budget) modifies limitations on the Stabilization Fund appropriation process by enabling communities to appropriate from this fund for any non-capital, lawful purpose without Emergency Finance Board approval (section 333). Beginning in FY92, the Stabilization Fund will thus become a source of revenue for general operating expenses for communities.

The Stabilization Fund is a mechanism for setting aside money for capital projects. It equalizes the effect of capital expenditures over time, as capital appropriations can change considerably from year to year. The balance in the fund will build up during years when expenditures for capital items are low. During years with high capital expenditures, the community will transfer money from the fund to reduce the project's impact on the tax rate or the amount of borrowing required for the project.

A community may appropriate up to 10% of its tax levy each year, as long as the balance in the Stabilization Fund does not exceed 10% of the community's equalized valuation. Interest earned on any fund balance is retained as part of the fund.

Appropriations into a Stabilization Fund can be made at either an annual or special town or district meeting. Chapter 94 of the Acts of 1985 permits appropriations to be made from a Stabilization fund at a special town or district meeting, not just at the annual meeting. Regardless of the timing, appropriations from the Stabilization Fund require a two-thirds vote by the appropriating authority. Until the FY92 state budget, a community could only appropriate from the Stabilization Fund for a none-capital purpose with the approval of the Emergency Finance Board.

Reserve Fund:

This fund is established by the voters at the Annual Town Meeting only and may be composed of (a) an appropriation (not exceeding 5% of the tax levy of the preceding year), (b) money transferred from Overlay Reserve, or (c) both.

Transfers from the Reserve fund may be made only by the Advisory Committee and are for "extraordinary or unforeseen expenditures" only.

Conservation Fund:

For land purchases and any other conservation use.

INTRODUCTION TO THE RULES OF TOWN MEETING

TOWN MEETING

Southborough's Town Meeting is an open town meeting in which all registered voters may participate in the voting. The Meeting is a deliberative assembly, conducted in the democratic process, charged with considering a maximum number of questions of varying complexity in a minimum amount of time and with full regard to the rights of the majority, strong minority, individuals, absentees and all of these together.

AUTHORITY

The three elements of authority at Town Meeting are a quorum of one hundred fifty (150) registered voters or more, the Town Clerk and the Moderator. Of these three the quorum is the most important.

The Town Clerk is responsible for voter registration, certification of a quorum, setting up the hall and keeping the record of the Meeting. He may also officiate at the Meeting in the absence of a Moderator.

The Moderator presides at and regulates the proceedings, decides all questions of order, and makes declarations of all votes. No one may speak on an issue without being recognized by the Moderator. It is his responsibility to approve the distribution of materials, and persons wishing to do so must seek his permission. the Moderator appoints Tellers and alternates for the purpose of counting votes of the meeting.

THE WARRANT

All matters to be considered at Town Meeting must be published in the Town Meeting Warrant, which is the responsibility of the Board of Selectmen. By state law, Town By-Law, or custom several business articles such as budget appropriations must be presented in the Town Warrant each year for consideration. Other items are added by warrant articles proposed by town officials, committees, boards, or groups of ten or more registered voters. The Advisory Committee reviews the warrant, making recommendations on all the items of business to be presented. In accordance with the by-laws, all articles in the Warrant are considered in the order in which they appear in the Warrant, unless the town Meeting votes to change the order.

PARTICIPATION

Anyone wanting to ask questions, make a statement, or otherwise participate in the meeting must go to one of the floor microphones and wait to be recognized by the Moderator. Upon recognition by the Moderator, state your name and address and then state your business.

Anyone whose name is not on the list of registered voters requires the approval of either the Moderator or a majority of the Meeting to sit in the voting area.

All remarks should be limited to the subject then under discussion. It is improper to indulge in references to personalities and all expressions of approval or disapproval, such as applause or booing, are out of order. The Moderator may request any person to keep silent. If after warning from the Moderator, a person refuses to be silent or persists in other disorderly behavior, the Moderator may order a person to withdraw and if he fails to withdraw, may order a police officer to remove such person from the Meeting.

Individuals who have a personal or financial interest with respect to a matter may speak or vote thereon but should frankly disclose their interest. However, no Town Meeting voter should accept compensation for speaking to or voting at the Meeting without disclosing that fact.

There is no fixed time limit to the debate of any question. However, each individual who speaks to the Meeting should make an effort to be as brief as possible, out of consideration for the others attending the Meeting and the need to give adequate time to all matters coming before it.

Introduction to the Rules of Town Meeting (cont.)

Anyone who wishes to make a special presentation with respect to any article must, prior to the Meeting, inform the Moderator of the length of time required and the nature of the presentation in seeking his approval.

In order to give all a fair opportunity to speak, no one who has addressed the Meeting on any particular motion shall speak again, except to answer questions, until all others wishing to speak to the motion have done so.

HOW ARE MOTIONS CLASSIFIED?

Main Motions

Motions of this group have for their object the bringing of questions, or propositions, before the Meeting for consideration. Only one main motion can be considered at a given time by the Meeting, and such a motion, when introduced, excludes all other main motions until it has been disposed of.

Subsidiary Motions

Motions of this group have for their object the modification or disposition of the main motion that is being considered. Their existence as motions depends entirely upon the principal motion to which they are subordinate. Since they relate to the question before the Meeting, it is "in order" to propose them when a main motion is still before the Meeting and to vote upon them before voting upon the main motion.

Privileged Motions

Motions of this group have no connection whatsoever with the main motion before the Meeting, but are motions of such importance that they are entitled to immediate consideration. These motions have the privilege of setting aside temporarily the main business before the Meeting.

Incidental Motions

Motions of this group have few characteristics in common, but for convenience have been grouped into one class. The name, "incidental," has been chosen because they arise only incidentally out of the business of the Meeting.

RULES RELATIVE TO MOTIONS

A motion is the means of bringing a proposal or question before the Meeting for consideration. When put forward it is a motion; after it is seconded and acknowledged by the Moderator, it becomes the question or proposal; and if it is approved by the Meeting, it becomes a resolution. Except for complimentary resolutions, no motion shall be entertained unless the subject is contained within a warrant article. the Moderator shall determine whether a motion is within the "scope of the article," that is, whether the warrant gives adequate notice that the action proposed by the motion might be taken at the Meeting. Articles only give notice and do not initiate action; motions do. Motions may be withdrawn; articles may not be.

There are four types of amendments: Striking out, inserting, striking out and inserting, and substitution. Motions to amend may be hostile as long as they are germane. An amendment to a motion is an amendment of the first rank; an amendment is an amendment of the second rank; there can be no amendment beyond that of the second rank.

Some motions avoid a final determination by the Meeting. A motion to commit or to refer sends the matter to an existing board or committee or one to be established. The motion to postpone indefinitely disposes of the question without bringing it to a direct vote. The motion to postpone indefinitely should not be confused with the motion to table which only temporarily delays a vote.

As previously stated, articles may not be withdrawn; so when the Meeting does not wish to act on a particular article, the proper motion is to postpone consideration indefinitely.

Motions to reconsider any action shall be entertained only if in the view of the Moderator there is reason to suppose that voters may have changed their minds. the Moderator may rule that any motion is a motion of reconsideration if it is not substantially different from a motion previously voted upon. Actions to reconsider can be taken at the same session or the next subsequent session of the Meeting only, unless notice of reconsideration has been given.

Introduction to the Rules of Town Meeting (cont.)

All motions other than purely procedural motions must be in writing and signed by the sponsor.

CHART OF PRECEDENCE OF MOTIONS AND SUMMARY OF GOVERNING RULES

	May interrupt a <u>speaker</u>	Reg. a <u>sec.</u>	<u>Debatable</u>	<u>Vote Required</u>	<u>Motions that may apply</u>
<u>PRIVILEGE MOTIONS</u>					
1. To dissolve	no	yes	no	majority	none
2. To adjourn	no	yes	limited	majority	amend
3. Point of no quorum	no	no	no	none	none
4. Recess	no	yes	limited	majority	amend
5. Question of privilege	yes	no	no	chair rules	none
6. Orders of the day	yes	no	no	none	none
<u>SUBSIDIARY MOTIONS</u>					
7. To lay on the table	no	yes	no	2/3	none
8. Previous question	no	yes	no	2/3	none
9. To postpone definitely	no	yes	limited	majority	amend, reconsider previous question
10. To refer to a committee	no	yes	limited	majority	amend, reconsider previous question
11. To amend	no	yes	yes	majority	amend, reconsider previous question
12. To postpone indefinitely	no	yes	yes	majority	reconsider previous question
<u>MAIN MOTIONS</u>					
Main Motions	no	yes	yes	majority*	all
To take from the table	no	yes	no	majority	none
To reconsider	no	yes	yes	2/3	table previous question postpone definitely
To rescind	no	yes	yes	2/3	all
To amend after passage	no	yes	yes	2/3	all
Consideration of Articles					
a) To advance	no	yes	yes	majority	reconsider previous question
b) To postpone definitely	no	yes	yes	majority	amend, reconsider previous question
c) To postpone indefinitely	no	yes	yes	majority	reconsider previous question
<u>INCIDENTAL MOTIONS</u>					
To suspend rules	no	yes	no	2/3	none
To withdraw a motion	no	no	no	majority	reconsider
Point of order	yes	no	no	chair rules	none
Parliamentary inquiry	no	no	no	none	none
Point of information	no	no	no	none	none
Division of the assembly	no	no	no	none	none
Division of a question	no	yes	no	majority	none
Separate consideration	no	yes	no	majority	none

*The vote required to pass an affirmative main motion is a matter of substantive law, and it is usually a majority.

Introduction to the Rules of Town Meeting (cont.)

FORM USED IN MAKING MOTIONS

1. Main Motion	Mr. Moderator, I move that...(statement of the proposal)
2. Adjourn	Mr. Moderator, I move to adjourn to...(state time)
3. Amend	Mr. Moderator, I move to amend by adding...
	Mr. Moderator, I move to amend by inserting...before...
	Mr. Moderator, I move to amend by striking out...
	Mr. Moderator, I move to amend by striking out...and inserting...
	Mr. Moderator, I move to substitute...for...
4. Amend an Amendment	Mr. Moderator, I move to amend the pending amendment by (see above)
5. Amend Something Previously Adopted	Mr. Moderator, I move to amend the resolution under Article...by...
6. Commit or Refer	Mr. Moderator, I move that the proposal be referred to a committee of...
7. Division of the Assembly	Mr. Moderator, I call for a division.
8. Division of a Question	Mr. Moderator, I move to divide the question.
9. Point of Information	Mr. Moderator, I rise to a point of information.
10. Lay on the Table	Mr. Moderator, I move that the proposal be laid on the table.
11. Orders of the Day	Mr. Moderator, I call for the orders of the day.
12. Point of Order	Mr. Moderator, point of order.
13. Parliamentary Inquiry	Mr. Moderator, I rise to a parliamentary inquiry.
14. Postpone definitely	Mr. Moderator, I move to postpone the question to...
15. Postpone Indefinitely	Mr. Moderator, I move that the question be postponed indefinitely.
16. Previous Question	Mr. Moderator, I move the previous question.
17. Question of Privilege	Mr. Moderator, I rise to a question of privilege.
18. Recess	Mr. Moderator, I move to recess for...
19. Reconsider	Mr. Moderator, I move to reconsider the vote on the resolution.
20. Reconsider	Mr. Moderator, I move to reconsider the vote on the resolution under Article...
	Mr. Moderator, I move to reconsider the vote on the amendment to...
21. Separate Consideration	Mr. Moderator, I move for consideration by paragraph.
22. Suspend the Rules	Mr. Moderator, I move to suspend the rules which interfere with...
23. Take from the Table	Mr. Moderator, I move to take from the table the motion relating to...

INTERRUPTING A SPEAKER

No one may interrupt a speaker except for a point of order, a question of privilege, a call for the orders of the day or to give notice of a motion to reconsider.

POINT OF ORDER

A point of order is a question of the Moderator about whether the speaker is entitled to be speaking, whether the discussion is irrelevant, illegal or contrary to proper procedure.

QUESTION OF PRIVILEGE

A question of privilege most often relates to the rights and privileges of those in attendance such as asking the Moderator to quiet the meeting so that discussion can be heard.

PARLIAMENTARY INQUIRY

A parliamentary inquiry is a question directed to the Moderator to obtain information on a matter of parliamentary law or the rules of the Meeting bearing on the business at hand. It is the Moderator's duty to answer such questions when it may assist a voter to make an appropriate motion, raise a proper point of order, or understand the parliamentary situation or the effect of a motion. The Moderator is not obliged to answer hypothetical questions.

Introduction to the Rules of Town Meeting (cont.)

POINT OF INFORMATION

A point of information is a request directed to the Moderator, or through the Moderator to another, for information relevant to the business at hand but not related to parliamentary procedure.

PREVIOUS QUESTION

To call or move the question is a request to stop discussion and to take an immediate vote.

VOTING

Voting is by voice vote, and the Moderator declares the results of such votes. If the vote so declared is immediately questioned and a division of the assembly is called for, the result shall be determined by counting the votes of the Meeting by means of a standing vote. After the votes of the Meeting have been so counted, any further motions for recount are out of order. The Moderator may disallow the request for a count if he believes the voice vote was beyond reasonable doubt, but he must take the count if so requested by seven or more voters.

If a law or by-law requires more than a simple majority for action by the Meeting, the Moderator may first determine whether the vote is unanimous. If the vote is not unanimous, the voters shall be counted by means of a standing vote.

ADJOURNMENT AND DISSOLUTION

Sessions of the Town Meeting normally adjourn at eleven o'clock in the evening but may adjourn at such earlier or later time as the Meeting upon vote of the majority may determine.

The Meeting shall not dissolve until all articles in the warrant have been properly considered.

TOWN WARRANT COMMONWEALTH OF MASSACHUSETTS

ANNUAL TOWN MEETING

Worcester, ss.

February 22, 2000

In the name of the Commonwealth of Massachusetts you are hereby directed to notify and warn the Inhabitants of the Town of Southborough qualified to vote in elections and Town affairs, to meet in the P. Brent Trotter Middle School, 49 Parkerville Road, in said Southborough, on

Monday, April 10, 2000

at 7:00 p.m., then and there to take action on the following Articles:

THE ADVISORY COMMITTEE WILL MAKE RECOMMENDATIONS ON ALL THE FOLLOWING ARTICLES AT TOWN MEETING.

ARTICLE 1: To hear reports of the various Town Officers and Committees and to take such action thereon as the Town may vote. (Proposed by the Board of Selectmen)

ARTICLE 2: To see if the Town will vote to fix for the fiscal year beginning July 1, 2000 and ending June 30, 2001, the annual salary and compensation of elective officers of the Town as provided by Section 108 of Chapter 41 of the General Laws, as amended:

Moderator	50.00	Assessors (3)	1,500.00
Town Clerk	12,000.00	School Committees (10)	500.00
Selectmen (3)	3,000.00	Board of Health (3)	450.00

, or do or act anything in relation thereto. (Proposed by the Board of Selectmen)

ARTICLE 3: To see if the Town will vote to accept any sum of money from St. Mark's School, Fay School, Harvard Medical School New England Regional Primate Research Center, L'Abri Fellowship, The New England Center for Children, Chapel of the Cross, and any other contributor and deposit same amount in Estimated Receipts Account, and determine what disposition shall be made of the same, if accepted, or do or act anything in relation thereto. (Proposed by the Board of Selectmen)

ARTICLE 4: To see if the Town will vote to authorize the Town Treasurer, with the approval of the Selectmen, to borrow from time to time in anticipation of revenue of the financial year beginning July 1, 2000 in accordance with the provisions of General Laws, Chapter 44, and to issue a note or notes as may be given for a period of less than one year in accordance with General Laws, Chapter 44, Section 17, or do or act anything in relation thereto. (Proposed by the Board of Selectmen)

ARTICLE 5: To hear the report of the Capital Budget Planning Committee, or do or act anything in relation thereto. (Proposed by the Board of Selectmen)

ARTICLE 6: To see if the Town will vote to delete Personnel Salary Administration Plan, Chapter 31 of the Code of the Town of Southborough, and insert in its place the following:

PERSONNEL SALARY ADMINISTRATION PLAN INDEX

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**SALARY ADMINISTRATION PLAN AND PERSONNEL BY-LAWS
OF THE TOWN OF SOUTHBOROUGH**

PREAMBLE

This by-law establishes a Salary Administration Plan for the Town of Southborough, which classifies the several position classifications in the Town services into groups, establishes salary schedules, establishes employee benefits and establishes a Personnel Board to administer the by-law and to represent the interest of both the taxpayers and the Town employees covered by the by-law.

The positions of all officers and employees in the service of the Town, whether full-time, part-time, temporary, seasonal, special, casual Civil Service or any other, other than those positions filled by popular election, those under the direction and control of the School Committee, and those encompassed in any officially recognized labor union and/or association, are hereby classified by titles in the groups listed in Schedule A, entitled "Classification Schedule," as set forth in Section 22 of the by-law.

The classification of positions which are subject to the Welfare Compensation Plan of the Commonwealth of Massachusetts and the scheduled rates therefor effective July 1, 1966 with subsequent amendments, if any, and the provisions of Section 47D of Chapter 31 of the General Laws relating to the application of rates set forth in the aforementioned Welfare Compensation Plan are hereby incorporated by reference.

SECTION 1. DEFINITIONS AND TERMS

As used in this by-law, the following words and phrases shall have the following meanings unless a different construction is clearly required by the context or by the laws of the Commonwealth:

"Administrative Authority," the elected or appointed official or board having jurisdiction over a function or activity.

"Anniversary Year," is that year commencing on the first day of employment and terminating 365 days thereafter.

"Base Pay," is the compensation paid for the purposes of determining retirement credits and contributions for Town employees by the Town of Southborough.

The Town shall contribute funds as required for each eligible employee in accordance with the procedures and formula established by the Worcester County Retirement Board and the by-laws of the Town of Southborough.

Contributions shall be made by the Town for:

1. Wages earned during the first eight (8) hours worked in any one day. No contributions shall be made for hours worked in excess of 40 hours per week.
2. Any lump sum bonus which is guaranteed as outlined in the Salary Administration Plan and the Personnel By-Laws of the Town and any collective bargaining agreement in force. Examples of lump sum bonuses are longevity pay and educational bonus.
3. Vacation pay except when paid in lieu of taking vacation.
4. Sick pay.
5. Holiday pay.

"Casual Position," a position calling for part-time employment, which service does not constitute continuous service; this service is rendered occasionally and without regularity according to the demand therefor.

"Civil Service Law," Chapter 31 of the General Laws of the Commonwealth as amended and all rules and regulations made thereunder; and any special law enacted by the General Court regulating the classification compensation and conditions of employment of officers and employees of the Town under Chapter 31.

"Class," a group of positions in the Town service sufficiently similar in respect to duties and responsibilities so that the same descriptive title may be used to designate each position allocated to the class, that the same qualifications shall be required of the incumbents, that the same tests of fitness may be used to choose qualified employees and that the same scale of compensation can be made to apply with equity.

"Classification Schedule," titles in Schedule A, B, C, and D of Section 22 of this by-law plus class specifications which are on file with the Personnel Board and which are hereby incorporated by reference.

"Compensation Grade," a range of salary or wage rates appearing in Schedule B, C, and D.

"Continuous Full-Time Service," employment requiring a predetermined minimum work period and uninterrupted except for authorized vacation leave, sick leave, bereavement leave, or other leave of absence.

"Continuous Employment," full-time or part-time employment uninterrupted except for authorized vacation leave, sick leave, bereavement leave, or other leave of absence.

"Department," a functional unit of Town government composed of one or more employees.

"Department Head" the person appointed to be responsible for carrying out the duties of a Department.

"Employee," an employee retained in full-time employment.

"Full-Time Employment," employment for not less than 20 hours per week for fifty-two weeks per annum, minus legal holidays and authorized vacation leave, sick leave, bereavement leave, and other leaves of absence.

"Group," a group of classes appearing in Schedules A and D of Section 22.

"Increment," the dollar or percentage difference between step rates.

"Maximum Rate," the highest rate in a range which an Employee normally is entitled to attain.

"Minimum Rate," the rate in a range which is normally the hiring rate of a new employee.

"Part-Time Employee," an employee working in part-time employment.

"Part-Time Employment," employment for less than Full-Time Employment, as defined above.

^ [Personal Rate deleted]

"Position," an office or post of employment in the Town service with duties and responsibilities calling for the Full-Time or Part-Time employment of one person in the performance and exercise thereof, or more than one person sharing the same position.

"Position Class," same as "Class," (a class may include only one position, in which event it is defined as a "single position class").

"Promotion," a change from a position of lower class and compensation grade to a position with greater responsibilities in a higher class and compensation grade.

"Range," the dollar difference between minimum and maximum rates of the assigned grade.

"Rate," a sum of money designated as compensation for personal services on an hourly, weekly, monthly, annual or other basis.

"Salary Schedule," Schedule B of Section 22.

"Single Rate," a rate for specific position class which is not in a designated range.

"Special Position," a position calling for Part-Time employment which, although constituting continuous employment, is not rendered during prescribed working hours, daily, weekly, or annually, but is rendered as required according to the demands for such service.

"Step Rate," rate in a range of compensation grade.

"Temporary Employee," (1) an employee retained in a temporary position as defined herein; (2) any employee holding a temporary appointment under Civil Service Law who does not also have permanent status thereunder.

"Temporary Position," or "Seasonal Position," any position in the Town service which requires or is likely to require the service of one incumbent for a period not exceeding six calendar months, either on a Full-Time or Part-Time basis.

"Town," the Town of Southborough.

SECTION 2. TITLES OF POSITIONS

No persons shall be appointed, employed or paid as an employee in any position subject to the provisions of the Salary Administration Plan and Personnel By-Laws under any title other than those of the Classification Schedule, or under any title other than that of the job, the duties of which are actually performed. The job title in the Classification Schedule of the Plan shall be the official title for all purposes having to do with the position and shall be used to designate the position in all payrolls, budget estimates and official reports, and in every other connection involving personnel and fiscal processes.

SECTION 3. NEW OR CHANGED POSITIONS

Before a new position is established, or the duties of an existing position are so changed that a new level or work demand exists and in effect a new position is created, upon presentation of substantiating data satisfactory to the Personnel Board, the Board shall rate such new changed position and allocate it to its appropriate compensation grade and establish the rate change therefor.

SECTION 4. RECLASSIFICATION OF EMPLOYEES

No position may be reclassified to a classification in another compensation grade, either higher or lower, until the Personnel Board shall have determined such a reclassification will be consistent with the provisions of the Salary Administration Plan and Personnel By-Laws.

SECTION 5. JOB DESCRIPTIONS AND INTERPRETATIONS

The Personnel Board shall maintain written job descriptions of the position classes in the Classification Schedule of the Plan, each consisting of a statement describing the essential nature of the work and characteristics that distinguish the class from other classes. The Department Heads shall be required to retain current job descriptions and to submit revisions to the Personnel Board after review by the Board of Selectmen or their designated appointee or the appropriate Commissioners or Trustees. The description for any class shall not limit what the duties or responsibilities of any position shall be, or to modify or in any way affect the power of any administrative authority to appoint, to assign duties to, or to direct and control the work of any employee under the jurisdiction of such authority.

SECTION 6. COMPENSATION

a. The weekly pay period shall begin at 12:01 a.m. Thursday and shall end at 12:00 a.m. the following Wednesday.

b. Employees subject to this Salary Administration Plan shall be paid time and one-half hours worked in the excess of eight (8) in a calendar day and/or 40 hours in one calendar week, provided such hours of work have been authorized by the Department Head.

In addition, all service outside of an employee's regularly scheduled tour of duty shall be at the overtime rate. **Any employee who is recalled to duty hereunder shall be paid at the overtime rate for all such time and shall be guaranteed a minimum of two (2) hours overtime recall pay.**

c. Exempt employees who are paid a weekly salary, as opposed to those non-exempt employees who are paid an hourly wage, shall not be paid for those hours worked in excess of the regular scheduled work week.

d. The Salary Schedule of the Salary Administration Plan and Personnel By-Laws set forth as Schedules B, C, and D of Section 22 of this by-law, shall consist of the maximum and minimum salaries, in the Classification Schedule. The salary grade shall be the salary range for all position classes allocated to that grade.

e. Amounts paid to employees in reimbursement for expenses incurred in the performance of their duties such as mileage, meals, lodging, dues or similar job-related expenses shall be paid in addition to their compensation. All such payments shall be made as other charges and expenses to the extent budgeted by each department, board or commission. The rate of reimbursement shall be based upon the actual documented expenditure made by the employee, or at rates established by the Internal Revenue Service, supported by that agency's requirements for documentation.

[SECTION 7. SALARY RATES ABOVE MAXIMUM deleted]

SECTION 7. ADJUSTMENT POLICIES

a. Every employee subject to this plan and who is in continuous Full-Time service of the Town, computed from the date of his/her latest employment, shall be eligible annually for consideration of a merit increase advance to the next higher step rate, one year from the date of his/her latest increase. Such increase is not to exceed one step rate in any single twelve month period until the maximum of the grade is obtained, subject to the approval of the Department Head, and the Board of Selectmen or their designated appointee, or the appropriate Commissioners or Trustees, and the Personnel Board. An evaluation of the employee's performance in format approved by the Personnel Board must accompany a letter requesting a merit increase. **The Employee shall appear before the Personnel Board prior to it acting on any request for a merit increase.** Any employee denied such an increase has the right to appeal, in writing to the Personnel Board, which shall confer with the employee, the Department Head and the Board of Selectmen or their designated appointee, or the appropriate Commissioners or Trustees, and shall decide the matter. The Personnel Board shall approve all adjustments, in advance.

b. Regular Part-Time employees, for whose position step rates are provided, shall be eligible for consideration for increases on the same basis as provided for Full-Time personnel in clause (a) of this Section. Special, casual and other Part-Time personnel for whose positions there is a single rate established on Schedule D of Section 22, shall not be eligible for step rate increases.

SECTION 8. TRANSFERS AND PROMOTIONS

a. An employee who is promoted to a job with a higher rate range, or rate of pay shall enter it at the rate recommended by the Department Head with the approval of the Personnel Board, but in no event at a rate in excess of the maximum for such job. The employee may also receive at the time a one step rate increase, provided the maximum for the job is not exceeded, if the Department Head recommends that qualifications and performance warrant it and the Personnel Board approves. If the Department Head should feel that there should be a trial period before recommending the promotional one step rate increase, on recommendation of the Department Head, the Personnel Board may approve such a deferred promotional increase at the conclusion of the trial period, not to exceed three (3) months.

b. An employee transferred to a job with a lower rate range, or rate of pay, shall enter it at the rate paid for the previous position or at the maximum rate for the job, whichever is the lower, provided the Personnel Board approves. The employee shall have a right to appeal to the Personnel Board and to be heard thereon, and the Personnel Board shall decide the matter.

SECTION 9. NEW PERSONNEL

a. **Physical examinations are required of all employees before being hired consistent with the Town's policies.**

b. **The hiring rate shall be the minimum of the rate range of the job for which the new employee is hired, unless otherwise authorized by the Personnel Board. Department Heads shall notify the Personnel Board of the hiring of all personnel and their hiring rates.**

c. **For new regular Full-Time and new regular Part-Time personnel for whose positions there is a rate range and step rates, the first six months of employment shall be a probationary period at the end of which the employee may advance one step rate, provided that the Department Head and the Personnel Board decide **the employee's** performance warrants it. The employee shall thereafter be reviewed for a step rate increase one year from the date of **the employee's** latest increase. This probationary step rate increase shall apply only at the start of employment and shall not apply in case of transfer or promotion from one job to another.**

SECTION 10. DEPARTMENT BUDGETS

Each Department Head shall include in the annual budget a pay adjustment section to provide funds for anticipated pay adjustment during the ensuing year, expenditures to be made therefrom only in accordance with the Salary Administration Plan and Personnel By-Laws with the approval of the Personnel Board.

SECTION 11. EMPLOYEE BENEFITS

Employee benefits, such as holiday and vacation with pay, sick leave and other such matters, are a cost item to the Town and a form of "indirect pay," and included in the coverage of the Salary Administration Plan and Personnel By-Laws, both those included in the Plan at its adoption and any other which may be included in the future.

a. **Holidays with Pay**

Each eligible Employee shall receive one day's pay at their regular straight time rate for the following holidays:

New Year's Day	Labor Day
Martin Luther King's Birthday	Columbus Day
Presidents' Day	Veteran's Day
Patriot's Day	Thanksgiving Day
Memorial Day	Day after Thanksgiving Day
Independence Day	Christmas Day
	Day before <u>or</u> after Christmas Day

To be eligible for holiday pay, an Employee must work both **their** regular scheduled day preceding and **their** regular scheduled day following the holiday, or be excused from work pursuant to the provisions for absences with pay listed in the next Section.

An Employee whose regular day off falls on a holiday may elect to have one day off with pay in the following week in lieu of holiday pay, providing the choice of day is approved by the Department Head.

Details as to administrative policies and practices relative to holidays with pay shall be prepared and established under the direction of the Personnel Board.

b. **Vacations with Pay**

(1) **Regular Full-Time Employees who have been in the continuous employ of the Town, as such, shall be paid their regular week's pay or portion thereof as vacation pay in accordance with the following schedule:**

6 months	5 days
1 year	10 days (may take five days after six months - not to exceed ten days in first year)
5 years	15 days
10 years	20 days
15 years	25 days
20 years	30 days

(2) Vacations shall be granted by Department Heads at such time as, in their opinion, will cause least interference with the performance of the regular work of the Departments. An Employee shall be permitted to carry over up to one year's earned vacation. The Employee must have the Department Head's approval to take to take any portion of a prior year's unused vacation in addition to the days earned in the current fiscal year.

(3) If, in the opinion of the Department Head, there are unusual circumstances which warrant it, an Employee may, upon request, continue at work and receive vacation pay in lieu of taking vacation.

(4) In the event of termination of employment, which is caused through no fault of the Employee, or by reason of retirement, the Employee shall be paid, or be entitled to time off with pay, for any accumulated vacation prorated on the basis of service since the Employee's preceding vacation. In the event of the death of any Employee, any accumulated vacation pay shall be paid to the Employee's estate.

(5) Vacation administrative policies and practices shall be prepared and established under the direction of the Personnel Board.

c. Sick Leave

(1) All regular Full-Time Employees shall be entitled to fifteen (15) days sick leave per year. Unused sick leave may be accumulated without limitation. Pay for each day of sick leave shall be at the rate of a regular day's pay. Absences on account of sickness in excess of that authorized may, at the discretion of the Department Head and the Personnel Board, be charged to vacation leave. Sick leave shall be payable only in cases of bona fide illness, non-work-connected accident, or work-connected accidents not covered by Massachusetts General Laws annotated Chapter 152 (Workers' Compensation). At retirement, the Town will pay to the Employee for twenty (20%) of the Employee's ten-accumulated sick leave.

(2) Employees who because of sickness or a non-work-connected accident are absent for a period of more than two (2) days shall be required to present a doctor's certificate to their Department Head stating reason and period of time the Employee will be absent from work. The above section is not to be construed by an Employee or Department Head for time off for any sickness caused by over-indulgence in alcohol or narcotics or by his or her misconduct.

(3) An Employee may use up to seven (7) of the allowed fifteen (15) days of sick leave for the care of a sick family member who, in the opinion of the Department Head, is closely associated with the Employee.

(4) Details as to sick leave administrative policies and practices shall be as prepared and established under the direction of the Personnel Board.

d. Personal Days

^Each Employee shall be entitled to three (3) personal days per year. A Department Head may honor the request for a personal day made by any member of their Department who may have ^ a normally accepted need for a personal day. However, in no event shall personal days for any one Employee exceed three days per fiscal year nor shall ^ personal days accumulate from year to year.

e. Workers' Compensation

^ Workers' Compensation benefits shall be paid in accordance with the Town's Worker's Compensation Plan in place from time to time.

f. Military Leave

An employee in Full-Time employment in the military reserve shall be paid the difference between compensation received while on reserve duty and regular compensation rates paid to that employee by the Town. Such payment by the Town shall be limited to a period not to exceed two weeks in any twelve month period and shall not include payment to members of the National Guard who may be mobilized during an emergency in the Commonwealth.

g. Jury Duty

^Any employee is called to jury duty shall receive an amount equal to the difference between their normal compensation and the amount (excluding any travel allowance) received from the court, upon presentation of evidence of the amount paid by the court.

h. Miscellaneous Paid Time Off

Working time lost from regularly scheduled work days for reasons listed below shall be without loss of pay, provided such lost time is with authorization of the Department head:

(1) Bereavement leave - In the event of the death of a spouse, father, mother, children, father-in-law, mother-in-law, brother or sister, or of any person residing with the family of an employee, such employee shall be entitled to receive three (3) days leave for the purpose of the funeral arrangements and burial of said deceased. In the event that travel is required out of state, the Department head in his or her discretion may authorize two (2) additional days of travel time.

(2) Inoculation required by Municipal Employer.

(3) Red Cross blood donation authorized by the Department.

(4) Medical examinations required by employer.

(5) Attendance at educational programs required or authorized by Town or Department.

i. Court Time Pay

Any employee who normally is on duty at night, or is on vacation, furlough or day off, who is required to attend ^ Court as a witness or in any other capacity ^ arising from the performance of his/her duty or in behalf of the Commonwealth or the Town in any civil or criminal case pending in any Court or before any official governmental board or agency shall be entitled to overtime compensation for every hour or fraction thereof during which ^ they attend ^ or appear ^, but in no event less than three (3) hours of such overtime pay.

j. Educational Increment

All Full-Time employees subject to the provisions of the Salary Administration Plan and Personnel By-Laws who have earned credits leading to a degree while an employee of the Town in a field applicable to their position as determined by the Department head, and the Board of Selectmen or their designated appointee, or the appropriate Commissioners or Trustees, and the Personnel Board, in a degree granting program from an accredited college or university, shall receive a one-time bonus, according to the following schedule:

Associates Degree.....	\$ 800.00
Bachelors Degree.....	\$1,200.00
Masters Degree.....	\$1,500.00

A copy of the completed transcript or diploma or other appropriate evidence of the completed degree must be presented to the Department head and a copy to the Board of Selectmen who shall maintain complete and ongoing records for participants.

k. Tuition Reimbursement

The Town will provide tuition reimbursement, so long as:

(1) the course is accredited and pertains to the employee's specific job or position. Such information shall be presented to the Department head, in writing, prior to enrollment in the course; and

(2) the Department head, and the Board of Selectmen or their designated appointee, or the appropriate commissioners or trustees and the Personnel Board, approves of the commitment of Town funds prior to registration by the employee, or the employee assumes responsibility for payment; and

(3) an approved purchase order is issued prior to registration by the employee's department Head; and

(4) the employee attains a grade for the course of "C" or better and presents written verification of such grade to the Department head.

l. Maternity Leave

(1) A female employee who has completed the initial probationary period of six months, who is absent from such employment for a period not exceeding twelve weeks for the purpose of giving birth, said period to be hereinafter called maternity leave, and who shall give at least two weeks' notice to her Department head or supervisor of departure and intention to return, shall be restored to her previous, or a similar position, with the same status pay, length of service credit and seniority, where applicable, and other employment benefits for which she was eligible on the date her leave commenced.

(2) Accrued sick leave benefits shall be provided for maternity leave purposes under the same terms and conditions which apply to other temporary medical disabilities.

(3) Such maternity leave shall not affect the employee's right to receive vacation time, sick leave, bonuses, advancement, seniority, length of service credit benefits, plans or programs for which she was eligible at the date of her leave, and any other advantages or rights of her employment incidental to her employment position.

m. Group Insurance

The Town will contribute fifty percent (50%) of the cost of an indemnity plan for medical coverage or ninety percent 90% of the cost of the Health Maintenance Organization plan.

SECTION 12. LEAVE OF ABSENCE

a. A leave of absence for valid reasons may be granted by a Department Head, but shall be without compensation.

b. Leaves of absence of over three months' duration, except military leave, shall be considered a break in employment, and on return to work the employee shall have the status of a new employee unless an extension of leave beyond three months has been authorized by the Personnel Board.

SECTION 13. TRANSITIONS BETWEEN FULL-TIME AND PART-TIME STATUS

a. A Part-Time employee shall be eligible for Full-Time (employee) status when the employee has worked over 20 hours a week for a period of at least three consecutive months. This status change requires prior approval by the appropriate Department head.

b. A Full-Time employee whose hours of employment total less than 20 hours per week, exclusive of legal holidays and authorized vacation leave, sick leave, bereavement leave and other authorized leaves of absence for a period of more than three consecutive months shall be considered to be a Part-Time employee.

SECTION 14. APPOINTMENT OF "ACTING" DEPARTMENT HEADS

[Previously Section 21]

The Board of Selectmen or the appropriate commissioners or trustees may appoint, where necessary, in the case of the absence of a Department Head for three (3) consecutive weeks, excluding vacation periods, an "Acting" Department Head.

These "Acting" employees shall be compensated at an additional step rate of 10% per week. Such pay shall be retroactive only upon the conclusion of three (3) consecutive weeks of service by the "Acting" Department Head.

While on "Acting" status, which should be no longer than three (3) months, an employee shall still be eligible for overtime pay when fulfilling regular duties from the previous job beyond normal working hours.

15. PERSONNEL BOARD

a. There shall be a Personnel Board to administer the Salary Administration Plan and Personnel By-Laws, said Board to be appointed by the Moderator, consisting of five voters other than employees of the Town or those regularly serving the Town in any elective capacity. They shall serve without compensation.

b. Future appointments shall be for three years. The Moderator shall fill any vacancies. All members shall continue to hold office until their successors have been appointed and qualified. The Personnel Board may employ assistance and incur expenses as it deems necessary, subject to appropriation of funds thereof.

SECTION 16. DUTIES OF THE PERSONNEL BOARD

a. The Personnel Board shall administer the Salary Administration Plan and Personnel By-Laws and shall establish such policies, procedures and regulations as it deems necessary for the administration of the Plan.

b. The Board shall meet annually in July and organize by the choice of a Chairman and Clerk. **The Board shall meet at least monthly, except for the month of August.** A majority of the Board shall constitute a quorum for the transaction of business. The votes of the majority of all the members of the Board shall be necessary on any matter upon which it is authorized to or required to pass under the Salary Administration Plan and Personnel By-Laws.

c. The Personnel Board shall have maintained records of all employees subject to this Plan, included therein such information as it deems desirable, such records are to be kept by the Town Accountant, under the direction of the Board. Department Heads shall furnish such information as shall be requested by the Board. The Town Accountant shall also check on matters covered by the Plan and shall bring any deviations to the attention of the Board prior to payment.

d. The Personnel Board, from time to time, shall review the Salary Schedule and administration policies of the Salary Administration Plan and Personnel By-Laws. The Personnel Board may tentatively add a new class to the Classification Schedule or reallocate an existing class to a different compensation grade, either higher or lower, subject to the subsequent ratification of its action by formal amendment of the Salary Administration Plan and Personnel By-Laws at the next annual Town meeting.

e. On or before February 15 of each year the Personnel Board shall vote an annual adjustment which amends the weekly salary schedule for the forthcoming year, subject to the subsequent ratification of its action by formal amendment of the Salary Administration Plan and Personnel By-Laws at the next Annual Town Meeting. Notwithstanding, the Personnel Board shall reserve the right to vote no adjustment as long as such determination is voted on or before February 15 of each year.

f. The Personnel Board shall, from time to time, review the Salary Schedule and administration policies of the Salary Administration Plan and Personnel By-Laws. It shall keep informed as to pay rates and policies outside the services of the Town, and shall recommend to the Town any action which it deems desirable to maintain a fair equitable pay level.

g. Matters that are sent to the Chairman and Clerk of the Personnel Board by registered mail must be brought before the Board at its next scheduled meeting. Failure of the board to vote to approve or disapprove requests

within thirty (30) days of that meeting shall constitute approval of the request. In addition, notice in writing shall be forwarded to the concerned employee and respective Department head within three (3) days of the Board's decision. Notwithstanding, if the Personnel Board shall so request and the concerned employee and his/her Department head shall mutually agree, a reasonable extension of these time periods may be granted.

h. Upon recommendation of a Department head, supported by evidence in writing of special reasons and exceptional circumstances satisfactory to the Personnel Board, said Board may authorize an entrance rate higher than the minimum rate for a position, and such other variances in the Salary Administration Plan and Personnel By-Laws as it may deem necessary for the proper functioning of the services of the Town, and to effectuate the basic intent of the Plan.

SECTION 17. EMPLOYEES AND THE PERSONNEL BOARD

a. All employees presently covered by this Plan shall have the right to request an appointment to confer with the Board on any matter which is of interest or concern to them and which is covered by the Salary Administration Plan and Personnel By-Laws. The employee shall notify the Department head in writing in advance of his/her desire to discuss the matter with the Board. One of the duties of the Board shall be to foster mutual understanding and good will with the personnel of the Town.

b. To facilitate this, if any employee should feel aggrieved by the operation of any provision of the Plan, he/she shall first discuss the matter with his/her Department head, in a mutual effort to clear up any problems or misunderstanding.

c. If two weeks after such a conference, a satisfactory understanding and solution of the problem has not been reached, then either the Department head or the employee may take the matter to the Board. The Board shall hear the parties not later than its next regular meeting. There shall be no discrimination or prejudice by a Department head against any employee who may take a matter to the Board.

SECTION 18. AMENDMENT OF THE PLAN

The Salary Administration Plan and Personnel By-Laws may be amended in the same manner in which Town By-Laws may be amended; provided, however, that no amendment to the Plan shall be made until it has been presented by a signed petition addressed to and submitted to the Personnel Board, and acted upon by the Board. Upon receipt of such a written petition, the Board, after giving the petitioners, the Department Heads and employees affected at least one week's written notice, shall hold a hearing of the parties interested to consider the proposed amendment. If the Personnel Board shall approve of any such proposed amendment, it shall take the proper steps to bring the proposed amendment before the next annual Town meeting for its consideration and action. If the Personnel Board shall disapprove any such proposed amendment, and failure to act thereof within fifteen days after the hearing shall be deemed disapproved, the petition may then be presented to the next annual Town meeting for its consideration and action, if so desired. The Board of its own motion, after a similar hearing and/or conference with parties interested, may propose an amendment to the Plan.

SECTION 19. CIVIL SERVICE LAW

Nothing in this by-law, or in the Salary Administration Plan and Personnel By-Laws, shall be construed to conflict with Chapter 31 of the General Laws, which is the Chapter dealing with the Civil Service Law.

Section 20. SEPARABILITY PROVISION

In the event that any provision of this by-law, or application thereof, shall be held to be invalid by the proper authorities, this shall not be construed to effect the validity of any other provision, or application thereof, of this by-law.

SECTION 21 [reserved]

**ARTICLE
22** **COMPEN-
SATION
SCHEDULE**

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11
20	55,029.00	57,382.00	59,737.00	62,187.00	64,735.00	67,392.00	70,087.00	72,890.00	75,806.00	78,838.00	81,992.00
19	51,914.00	54,134.00	56,356.00	58,667.00	61,071.00	63,577.00	66,120.00	68,765.00	71,516.00	74,376.00	77,351.00
18	48,974.00	51,069.00	53,166.00	55,343.00	57,615.00	59,978.00	62,377.00	64,872.00	67,467.00	70,166.00	72,973.00
17	46,203.00	48,180.00	50,155.00	52,211.00	54,352.00	56,584.00	55,847.00	61,201.00	63,649.00	66,195.00	66,843.00
16	43,182.00	45,026.00	46,875.00	48,798.00	50,798.00	52,880.00	54,995.00	57,195.00	59,483.00	61,862.00	64,335.00
15	39,984.00	41,692.00	43,401.00	45,182.00	47,035.00	48,963.00	50,922.00	52,958.00	55,076.00	57,279.00	59,570.00
14	36,680.00	38,252.00	39,817.00	41,452.00	43,152.00	44,919.00	46,716.00	48,584.00	50,527.00	52,548.00	54,650.00
13	33,343.00	34,772.00	36,198.00	37,683.00	39,228.00	40,837.00	42,470.00	44,169.00	45,936.00	47,773.00	49,684.00
12	30,040.00	31,327.00	32,611.00	33,949.00	35,339.00	36,790.00	38,262.00	39,792.00	41,384.00	43,039.00	44,761.00
11	13.87	14.48	15.08	15.71	16.33	17.01	17.69	18.40	19.13	19.90	20.70
10	12.54	13.07	13.61	14.17	14.73	15.34	15.95	16.59	17.26	17.95	18.66
9	11.82	12.34	12.83	13.36	13.88	14.48	15.06	15.66	16.29	16.94	17.62
8	11.26	11.75	12.24	12.72	13.27	13.78	14.33	14.90	15.50	16.12	16.77
7	10.73	11.20	11.64	12.10	12.61	13.11	13.63	14.18	14.75	15.34	15.95
6	10.25	10.67	11.07	11.55	12.03	12.51	13.01	13.53	14.07	14.63	15.22
5	9.71	10.15	10.55	10.98	11.42	11.91	12.39	12.88	13.40	13.93	14.49
4	9.26	9.65	10.05	10.46	10.90	11.33	11.78	12.25	12.74	13.25	13.78
3	8.84	9.19	9.57	9.97	10.37	10.67	11.10	11.54	12.00	12.48	12.98
2	8.34	8.67	9.02	9.38	9.76	10.15	10.55	10.97	11.41	11.87	12.35
1	7.87	8.18	8.51	8.85	9.21	9.58	9.96	10.36	10.77	11.20	11.65

SCHEDULE A: FULL-TIME SALARY GRADED POSITIONS

Animal Control Officer	12
Children's Librarian	12
Council on Aging Coordinator	12
Prevention Coordinator, Youth Commission	14
Staff Engineer	14
Assistant to Town Administrator	14
Youth Director, Youth Commission	15
Town Accountant	16
Building Inspector	16
Treasurer/Collector	16
Library Director	18
Principal Assessor	18
<i>Public Health Director</i>	<i>18</i>
Town Planner	18
Assistant Superintendent, DPW	19
<i>Chief, Fire Department</i>	<i>20</i>

SCHEDULE B: FULL-TIME HOURLY GRADED POSITIONS

Library Assistant	10
Maintenance Custodian	10

SCHEDULE C: PART-TIME HOURLY GRADED POSITIONS

Swimming Aides	1
Tennis Aides	1
Seasonal Laborer	1
Library Page (P. T.)	1
Summer Program Assistant, Youth Commission	2
Playground Counselors	2
Tennis Instructors	2
Page, Library	3
Election Worker (P. T.)	3
Election Warden (P. T.)	4
Clerk, Library	5
Clerk, Recreation	5
Library Custodian	5
Playground Supervisors	5
Secretary, Town Committee	8
Swimming Instructors	6
Tennis Director	9
Swimming Director	10
Director of Recreation Commission	11
Tree Warden	11

SCHEDULE D: PUBLIC SAFETY COMPENSATION (Not covered by Collective Bargaining)

	GRADE	AMOUNT	
		PER DRILL	PER BOX ALARM
Police Dispatcher (part time)	8		
Reserve Police Officer (part time)	9		
Call Fire Lieutenant		79.07	30.42
Call Fire Fighter		66.90	24.33
Call Fire Fighter 2		30.42	12.16

When a call fire fighter works in place of a permanent fire fighter he is reimbursed on an hourly basis equal to the first step of a permanent fire fighter.

SCHEDULE E: MISCELLANEOUS ANNUAL COMPENSATION SCHEDULE

Clerk, Board of Registrars	1,638.33
Registrar of Voters	205.66
Town Counsel	(plus fees) 1,704.33
Veterans' Agent and Director of Veterans' Services	9,836.68

Longevity Pay For Full-Time Continuous Employment - 20 Hours or More

After 5 years.....	\$ 400 per annum
After 10 years.....	\$ 600 per annum
After 15 years.....	\$ 700 per annum
After 20 years.....	\$ 850 per annum
After 25 years.....	\$1,000 per annum
After 30 years.....	\$1,200 per annum
After 40 years.....	\$1,500 per annum

, or do or act anything in relation thereto (Proposed by the Personnel Board)

ARTICLE 7: To see if the Town will vote to raise a sum of money not to exceed the sum of \$21,720,004 as may be necessary for the Town's use, and make appropriations of the same; or do or act anything in relation thereto. (Proposed by the Board of Selectmen)

SEE BUDGETS ON THE FOLLOWING PAGES (Pages 21 through 45)

GENERAL GOVERNMENT

BUDGET NAME	FY 1998 ACTUAL	FY 1999 ACTUAL	FY 2000 BUDGET	FY 2001 REQUEST	SAL. ADM. PLAN INC.
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114 MODERATOR

700 Other Charges	50	50	50	50	50
MODERATOR TOTAL	50	50	50	50	50

119 ADVISORY COMMITTEE

700 Other Charges	135	135	135	135	135
ADVISORY COMMITTEE TOTAL	135	135	135	135	135

122 BOARD OF SELECTMEN

110 Salaries	175,457	166,832	186,090	193,759	193,759
100 Total Personal Services	175,457	166,832	186,090	193,759	193,759
304 Medical Exams	493	60	500	500	500
342 Legal Notices	658	979	1,200	1,500	1,500
200 Total Purchase of Services	1,151	1,039	1,700	2,000	2,000
710 Travel	1,000	1,000	1,000	1,000	1,000
730 Dues	1,764	2,151	2,315	2,558	2,558
732 Subscriptions	2,013	2,243	1,733	1,565	1,565
733 Conferences/Schooling	2,191	2,784	4,100	4,100	4,100
782 Miscellaneous	20	250	0	0	0
700 Total Other Charges and Expenses	6,988	8,428	9,148	9,223	9,223
BOARD OF SELECTMEN TOTAL	183,596	176,299	196,938	204,982	204,982

135 TOWN ACCOUNTANT

110 Salaries	72,699	75,524	78,813	86,698	88,813
100 Total Personal Services	72,699	75,524	78,813	86,698	88,813
342 Legal Notices	0	0	0	0	0
380 Misc. Contracted Services	0	0	0	0	0
200 Total Purchase of Services	0	0	0	0	0
420 Office Supplies	60	119	150	150	150
400 Total Supplies	60	119	150	150	150

BUDGET NAME	FY 1998 ACTUAL	FY 1999 ACTUAL	FY 2000 BUDGET	FY 2001 REQUEST	SAL. ADM. PLAN INC.
TOWN ACCOUNTANT (cont.)					
700 Other Charges	30	30	575	575	575
800 Capital Outlay	0	0	0	0	0
TOWN ACCOUNTANT TOTAL	72,789	75,673	79,538	87,423	89,538

141 ASSESSORS

110 Salaries	101,740	110,261	136,972	110,310	110,310
100 Total Personal Services	101,740	110,261	136,972	110,310	110,310
345 Advertising	0	607	0	0	0
380 Misc. Contracted Services	9,000	7,850	10,000	29,500	29,500
200 Total Purchase of Services	9,000	8,457	10,000	29,500	29,500
420 Office Supplies	849	759	1,100	1,500	1,500
581 Maps	2,500	1,700	2,500	3,000	3,000
582 Deeds & Plans	542	359	2,100	1,100	1,100
400 Total Supplies	3,891	2,818	5,700	5,600	5,600
700 Other Charges	5,377	4,844	6,700	8,500	8,500
800 Capital Outlay	0	200	0	0	0
ASSESSORS TOTAL	120,008	126,580	159,372	153,910	153,910

145 TREASURER/COLLECTOR

110 Salaries	135,066	144,371	150,621	150,932	152,784
100 Total Personal Services	135,066	144,371	150,621	150,932	152,784
253 Computer Services	4,109	2,464	1,800	1,800	1,800
382 Bank Service Charges	13,324	12,154	14,000	14,000	14,000
200 Total Purchase of Services	17,433	14,619	15,800	15,800	15,800
420 Office Supplies	5,348	5,713	4,500	6,500	6,500
400 Total Supplies	5,348	5,713	4,500	6,500	6,500
700 Other Charges	2,545	2,001	3,450	3,450	3,450
800 Capital Outlay	200	1,476	500	500	500
TREASURER/COLLECTOR TOTAL	160,592	168,180	174,871	177,182	179,034

BUDGET NAME	FY 1998 ACTUAL	FY 1999 ACTUAL	FY 2000 BUDGET	FY 2001 REQUEST	SAL. ADM. PLAN INC.
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151 LEGAL

308 Legal Services	67,652	50,000	50,000	50,000	50,000
200 Total Purchase of Services	67,652	50,000	50,000	50,000	50,000
LEGAL TOTAL	67,652	50,000	50,000	50,000	50,000

152 PERSONNEL BOARD

110 Salaries	231	0	1,402	1,402	1,402
100 Total Personal Services	231	0	1,402	1,402	1,402
344 Postage	0	0	25	25	25
380 Misc. Contracted Services	2,925	2,958	5,000	5,000	5,000
200 Total Purchase of Services	2,925	2,958	5,025	5,025	5,025
420 Office Supplies	0	0	50	50	50
400 Total Supplies	0	0	50	50	50
700 Other Charges	0	0	0	0	0
PERSONNEL BOARD TOTAL	3,156	2,958	6,477	6,477	6,477

158 ADMINISTRATIVE SUPPORT

110 Salaries	43,677	51,217	54,637	70,025	70,025
100 Total Personal Services	43,677	51,217	54,637	70,025	70,025
420 Office Supplies	73	0	250	250	250
400 Total Supplies	73	0	250	250	250
700 Other Charges	0	0	0	0	0
800 Capital Outlay	0	0	0	0	0
ADMINISTRATIVE SUPPORT TOTAL	43,750	51,217	54,887	70,275	70,275

159 CENTRAL SERV/OPS SUPPORT

110 Salaries	34,347	35,892	36,583	37,672	37,672
100 Total Personal Services	34,347	35,892	36,583	37,672	37,672
253 Computer Services	22,072	45,774	29,789	44,415	44,415
273 Postage Meter Rental	1,004	1,538	1,200	1,300	1,300
340 Printing	4,176	4,439	6,500	10,000	10,000

BUDGET NAME	FY 1998 ACTUAL	FY 1999 ACTUAL	FY 2000 BUDGET	FY 2001 REQUEST	SAL. ADM. PLAN INC.
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CENTRAL SERV/OPS SUPP. (cont.)

341 Telephone	8,806	9,349	10,100	10,100	10,100
344 Postage	18,073	18,779	19,430	23,000	23,000
380 Misc. Contracted Services	63,841	10,534	10,800	12,300	12,300
200 Total Purchase of Services	117,972	90,413	77,819	101,115	101,115
420 Office Supplies	6,711	5,707	6,945	7,575	7,575
421 Storage of Microfilm	739	913	1,000	1,000	1,000
422 Photocopying Supplies	2,334	2,101	4,460	4,460	4,460
510 Books	0	0	0	0	0
584 Computer Supplies	4,796	5,192	6,901	7,235	7,235
599 Service Supplies	0	59	0	0	0
400 Total Supplies	14,580	13,972	19,306	20,270	20,270
710 Travel	0	129	0	0	0
733 Schooling	12,000	4,813	19,000	21,110	21,110
782 Miscellaneous	2,067	2,257	2,300	2,300	2,300
700 Total Other Charges & Expenses	14,067	7,199	21,300	23,410	23,410
850 New Equipment	5,250	0	0	0	0
854 Computer Equipment	10,212	28,148	20,278	14,309	14,309
800 Capital Outlay	15,462	28,148	20,278	14,309	14,309
CENTRAL SERV/OPS SUPPORT TOTAL	196,428	175,624	175,286	196,776	196,776

161 TOWN CLERK

110 Salaries	35,175	33,223	34,731	36,888	36,888
100 Total Personal Services	35,175	33,223	34,731	36,888	36,888
240 Equipment Repairs	0	0	50	50	50
304 Medical Exams	60	0	0	0	0
346 Report of Vital Statistics	200	219	250	260	260
200 Total Purchase of Services	260	219	300	310	310
420 Office Supplies	350	336	400	425	425
421 Storage of Microfilm	0	0	75	100	100
583 Dog Licenses	321	261	500	500	500
400 Total Supplies	671	597	975	1,025	1,025
700 Other Charges	839	934	1,150	1,210	1,210
800 Capital Outlay	513	492	500	500	500
TOWN CLERK TOTAL	37,458	35,465	37,656	39,933	39,933

	FY 1998	FY 1999	FY 2000	FY 2001	SAL. ADM.
BUDGET NAME	ACTUAL	ACTUAL	BUDGET	REQUEST	PLAN INC

162 ELECTIONS & REGISTRATION

110 Salaries	31,217	46,846	32,639	41,832	42,405
100 Total Personal Services	31,217	46,846	32,639	41,832	42,405
240 Equipment Repair	0	50	75	75	75
343 Street Listings	3,594	5,500	5,500	6,500	6,500
200 Total Purchase of Services	3,594	5,550	5,575	6,575	6,575
420 Office Supplies	1,000	1,500	2,500	3,000	3,000
580 Town Meeting Expenses	1,448	2,347	2,500	2,500	2,500
400 Total Supplies	2,448	3,847	5,000	5,500	5,500
700 Other Charges	1,156	2,055	1,850	2,300	2,300
800 Capital Outlay	500	235	500	500	500
ELECTIONS & REGISTRATION TOTAL	38,915	58,533	45,564	56,707	57,280

171 CONSERVATION COMMISSION

341 Telephone	0	0	0	420	420
200 Total Purchase of Services	0	0	0	420	420
420 Office Supplies	150	87	100	100	100
400 Total Supplies	150	87	100	100	100
700 Other Charges	875	476	2,425	2,455	2,455
800 Capital Outlay	0	0	0	0	0
CONSERVATION COMMISSION TOTAL	1,025	563	2,525	2,975	2,975

175 PLANNING BOARD

110 Salaries	57,614	58,930	60,580	60,580	62,980
100 Total Personal Services	57,614	58,930	60,580	60,580	62,980
340 Printing Services	81	425	300	300	300
342 Legal Notices	436	755	300	300	300
380 Misc. Contracted Services	0	0	0	0	0
200 Total Purchase of Services	517	1,180	600	600	600
420 Office Supplies	156	79	200	200	200
400 Total Supplies	156	79	200	200	200

BUDGET NAME	FY 1998 ACTUAL	FY 1999 ACTUAL	FY 2000 BUDGET	FY 2001 REQUEST	SAL. ADM. PLAN INC.
PLANNING BOARD (cont.)					
700 Other Charges	315	365	1,200	1,200	1,200
800 Capital Outlay	0	0	0	0	0
PLANNING BOARD TOTAL	58,602	60,554	62,580	62,580	64,980

192 TOWN BUILDINGS & GROUNDS

110 Salaries	0	18,377	44,623	54,346	54,346
100 Total Personal Services	0	18,377	44,623	54,346	54,346
210 Electricity	11,480	11,338	11,583	11,583	11,583
212 Heat	7,843	6,404	8,475	8,475	8,475
230 Water	402	2,707	5,000	11,539	11,539
244 Building Maintenance & Repair	18,489	23,173	10,732	16,190	16,190
247 Grounds Maintenance	11,443	12,220	16,500	16,500	16,500
380 Misc. Contracted Services	0	67,138	82,000	105,000	105,000
200 Total Purchase of Services	49,657	122,980	134,290	169,287	169,287
481 Gasoline	32,360	27,820	50,875	55,875	55,875
400 Total Supplies	32,360	27,820	50,875	55,875	55,875
779 Renovation of Historical Building	0	22,104	0	0	0
782 Miscellaneous	0	0	0	0	0
700 Total Other Charges & Expenses	0	22,104	0	0	0
850 New Equipment	0	214	0	1,700	1,700
867 New Improvements	0	5,255	0	0	0
800 Capital Outlay	0	5,469	0	1,700	1,700
TOWN BUILDINGS & GROUNDS TOTAL	82,017	196,750	229,788	281,208	281,208

PUBLIC SAFETY

BUDGET NAME	FY 1998 ACTUAL	FY 1999 ACTUAL	FY 2000 BUDGET	FY 2001 REQUEST	SAL. ADM. PLAN INC.
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210 POLICE DEPARTMENT

110 Salaries	746,920	828,062	922,674	1,030,405	1,031,630
190 Employee Allowance	12,117	13,469	15,000	15,000	15,000
100 Total Personal Services	759,037	841,531	937,674	1,045,405	1,046,630
210 Electricity	5,482	4,995	5,000	5,000	5,000
211 Heat & Oil	3,068	2,206	4,000	4,000	4,000
230 Water	135	137	200	200	200
241 Vehicle Maintenance & Repair	8,471	5,706	4,000	5,000	5,000
242 Radio Repair	2,946	1,913	3,000	3,000	3,000
243 Service Equipment	8,204	9,672	9,800	10,500	10,500
244 Building Maintenance & Repair	5,093	3,555	5,000	5,000	5,000
304 Medical Exams	252	126	350	350	350
341 Telephone	4,055	5,676	7,700	7,700	7,700
342 Legal Notices	439	0	100	100	100
344 Postage	720	984	800	800	800
200 Total Purchase of Services	38,865	34,970	39,950	41,650	41,650
599 Service Supplies	3,919	4,175	4,500	4,500	4,500
400 Total Supplies	3,919	4,175	4,500	4,500	4,500
700 Other Charges	12,613	25,856	9,650	9,650	9,650
800 Capital Outlay	10,928	3,468	4,000	4,000	4,000
POLICE DEPARTMENT TOTAL	825,362	910,000	995,774	1,105,205	1,106,430

220 FIRE DEPARTMENT

110 Salaries	598,096	652,579	780,019	912,272	912,272
190 Employee Allowance	6,407	5,857	10,645	12,445	12,445
100 Total Personal Services	604,503	658,436	790,664	924,717	924,717
210 Electricity	7,253	5,512	7,400	7,400	7,400
211 Heat & Oil	2,832	1,964	3,500	3,500	3,500
230 Water	342	352	400	470	470
241 Vehicle Maintenance & Repair	11,566	10,709	10,000	10,500	10,500
243 Service Equipment	5,696	6,747	5,000	5,500	5,500
244 Building Maintenance & Repair	15,124	8,028	6,000	4,900	4,900
341 Telephone	3,272	3,574	3,500	3,500	3,500
380 Misc. Contracted Services	0	100	0	0	0
200 Total Purchase of Services	46,085	36,986	35,800	35,770	35,770

BUDGET NAME	FY 1998 ACTUAL	FY 1999 ACTUAL	FY 2000 BUDGET	FY 2001 REQUEST	SAL. ADM. PLAN INC.
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FIRE DEPARTMENT (cont.)

420 Office Supplies	2,514	3,546	2,550	3,450	3,450
480 Grease & Oil	808	247	300	300	300
510 Books/A.V. Materials	1,696	1,690	2,000	2,000	2,000
599 Service Supplies	5,174	3,516	4,500	4,500	4,500
400 Total Supplies	10,192	8,999	9,350	10,250	10,250
700 Other Charges	6,623	11,935	7,390	6,450	6,450
800 Capital Outlay	16,581	5,952	9,500	9,500	9,500
FIRE DEPARTMENT TOTAL	683,984	722,308	852,704	986,687	986,687

241 BUILDING DEPARTMENT

110 Salaries	46,174	49,508	52,880	52,880	54,995
100 Total Personal Services	46,174	49,508	52,880	52,880	54,995
380 Misc. Contracted Services	337	360	0	0	0
200 Total Purchase of Services	337	360	0	0	0
420 Office Supplies	50	53	0	0	0
530 Building Supplies	322	194	825	825	825
400 Total Supplies	372	247	825	825	825
700 Other Charges	1,645	1,674	3,135	3,135	3,135
800 Capital Outlay	0	741	1,500	1,000	1,000
BUILDING DEPARTMENT TOTAL	48,528	52,530	58,340	57,840	59,955

291 CIVIL DEFENSE

110 Salaries	882	909	937	965	965
100 Total Personal Services	882	909	937	965	965
245 Equipment Repairs	0	236	200	240	240
341 Telephone	369	188	450	410	410
200 Total Purchase of Services	369	424	650	650	650
420 Office Supplies	379	0	0	0	0
400 Total Supplies	379	0	0	0	0
700 Other Charges	0	0	0	0	0
800 Capital Outlay	348	650	500	500	500
CIVIL DEFENSE TOTAL	1,978	1,983	2,087	2,115	2,115

BUDGET NAME	FY 1998 ACTUAL	FY 1999 ACTUAL	FY 2000 BUDGET	FY 2001 REQUEST	SAL. ADM. PLAN INC.
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**292 ANIMAL CONTROL OFFICER
AND ANIMAL INSPECTOR**

110 Salaries	29,431	30,297	30,040	31,327	31,327
100 Total Personal Services	29,431	30,297	30,040	31,327	31,327
270 Facility Rental	3,000	2,971	3,000	3,000	3,000
341 Telephone	0	0	0	0	0
383 Care & Destruction	153	105	2,025	3,100	3,100
200 Total Purchase of Services	3,153	3,076	5,025	6,100	6,100
420 Office Supplies	0	0	100	100	100
599 Service Supplies	27	0	282	300	300
400 Total Supplies	27	0	382	400	400
700 Other Charges	1,377	1,315	2,718	2,700	2,700
800 Capital Outlay	0	0	200	200	200

ANIMAL CONTROL OFFICER AND ANIMAL INSPECTOR TOTAL	33,988	34,688	38,365	40,727	40,727
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PUBLIC WORKS

BUDGET NAME	FY 1998 ACTUAL	FY 1999 ACTUAL	FY 2000 BUDGET	FY 2001 REQUEST	SAL. ADM. PLAN INC.
420 DEPARTMENT OF PUBLIC WORKS					
110 Salaries	656,697	773,697	836,141	900,541	904,880
190 Employee Allowance	10,435	17,751	21,284	23,884	23,884
100 Total Personal Services	667,132	791,448	857,425	924,425	928,764
210 Electricity	57,024	49,915	57,500	68,000	68,000
211 Heat	10,367	8,808	11,500	11,500	11,500
230 Water	702	703	925	925	925
244 Building Maintenance & Repair	7,542	7,455	11,500	11,500	11,500
245 Equipment Repairs	10,691	10,036	18,000	18,000	18,000
246 Traffic Signal Maintenance	1,058	2,289	1,000	1,000	1,000
250 Meter Repairs	462	0	1,000	2,000	2,000
251 Hydrant Repairs	6,179	1,997	5,000	4,000	4,000
271 Equipment Rental	862	1,746	1,400	1,400	1,400
293 Refuse Disposal	129,140	135,916	149,000	170,000	170,000
295 Service Connection	6,619	5,331	12,000	12,000	12,000
296 MDC Payment	213,201	238,955	235,000	410,000	410,000
297 Snow Removal - Contr.	11,545	22,765	30,000	35,000	35,000
305 Tree Experts	11,998	10,965	16,000	41,000	41,000
341 Telephone	9,994	10,563	11,000	11,000	11,000
342 Legal Notices	736	947	1,400	1,400	1,400
344 Postage	2,593	2,787	3,000	3,400	3,400
380 Miscellaneous Contracted Services	27,456	36,096	35,000	35,000	35,000
200 Total Purchase of Services	508,169	547,274	600,225	837,125	837,125
420 Office Supplies	3,418	2,779	3,500	4,000	4,000
490 Meals	724	976	900	900	900
529 Parts - Other Depts.	0	0	0	0	0
531 Highway Paint	8,962	7,633	10,000	10,000	10,000
532 Parts	22,770	30,149	27,000	30,000	30,000
534 Gravel, Stone & Fill	3,251	2,014	2,000	2,000	2,000
535 Salt & Sand	48,331	62,914	65,000	65,000	65,000
537 Bituminous Concrete	925	0	3,500	3,500	3,500
538 Signs	4,339	2,770	8,000	8,000	8,000
539 Drainage Materials	122	536	3,500	3,500	3,500
540 Guard Rail	2,550	0	500	500	500
541 Small Tools	2,051	2,033	2,700	2,700	2,700
542 DPW Service Supplies	13,499	16,048	13,000	11,400	11,400
543 Pipes & Fittings	3,281	2,617	4,500	4,500	4,500

BUDGET NAME	FY 1998 ACTUAL	FY 1999 ACTUAL	FY 2000 BUDGET	FY 2001 REQUEST	SAL. ADM. PLAN INC.
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DEPARTMENT OF PUBLIC WORKS (cont.)

544 Meters & Fittings	9,024	10,026	13,000	13,000	13,000
400 Total Supplies	123,247	140,495	157,100	159,000	159,000
700 Other Charges	2,780	3,216	3,600	4,100	4,100
800 Capital Outlay	9,480	6,173	8,500	8,500	8,500
DEPT. OF PUBLIC WORKS TOTAL	1,310,808	1,488,606	1,626,850	1,933,150	1,937,489

	FY 2001 REQUEST	SAL. ADM. PLAN INC.	FY 2001 REQUEST	SAL. ADM. PLAN INC.	FY 2001 REQUEST	SAL. ADM. PLAN INC.
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	WATER DIVISION	WATER DIVISION	DPW, ALL OTHER	DPW, ALL OTHER	DPW TOTAL	DPW TOTAL
100 Personal Services	303,527	306,968	620,898	621,796	924,425	928,764
200 Purchase of Services	534,150	534,150	302,975	302,975	837,125	837,125
400 Supplies	27,300	27,300	131,700	131,700	159,000	159,000
700 Other Charges	1,840	1,840	2,260	2,260	4,100	4,100
800 Capital Outlay	3,500	3,500	5,000	5,000	8,500	8,500
TOTAL	870,317	873,758	1,062,833	1,063,731	1,933,150	1,937,489

BUDGET NAME	FY 1998 ACTUAL	FY 1999 ACTUAL	FY 2000 BUDGET	FY 2001 REQUEST	INTEREST REMAIN.
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750 INTEREST ON DEBT WATER FUND

Water Extension	1,410	0	0	0	0
Water Extension	0	0	0	0	0
900 Debt Service	1,410	0	0	0	0

	FY 1998	FY 1999	FY 2000	FY 2001	INTEREST
BUDGET NAME	ACTUAL	ACTUAL	BUDGET	REQUEST	REMAIN.

710 DEBT SERVICE
WATER FUND

Water Extension	60,000	0	0	0	0
Water Extension	0	0	0	0	0
900 Debt Service	60,000	0	0	0	0

	FY 1998	FY 1999	FY 2000	FY 2001
BUDGET NAME	ACTUAL	ACTUAL	BUDGET	REQUEST

424 STREET LIGHTS

210 Electricity	95,225	95,452	95,000	95,000
200 Total Purchase of Services	95,225	95,452	95,000	95,000
STREET LIGHTS TOTAL	95,225	95,452	95,000	95,000

HUMAN SERVICES

BUDGET NAME	FY 1998 ACTUAL	FY 1999 ACTUAL	FY 2000 BUDGET	FY 2001 REQUEST	SAL. ADM. PLAN INC.
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511 BOARD OF HEALTH

110 Salaries	69,838	72,986	78,920	82,542	82,542
100 Total Personal Services	69,838	72,986	78,920	82,542	82,542
307 Nursing Services	1,500	1,500	1,500	1,500	1,500
345 Advertising	432	198	500	300	300
380 Misc. Contracted Services	3,013	4,009	3,000	5,500	5,500
200 Total Purchase of Services	4,945	5,707	5,000	7,300	7,300
420 Office Supplies	526	1,075	1,200	1,400	1,400
599 Service Supplies	667	944	1,000	0	0
400 Total Supplies	1,193	2,019	2,200	1,400	1,400
700 Other Charges	4,518	4,182	6,750	6,850	6,850
800 Capital Outlay	0	699	0	2,500	2,500
BOARD OF HEALTH TOTAL	80,494	85,593	92,870	100,592	100,592

541 COUNCIL ON AGING

110 Salaries	17,315	19,199	31,523	37,284	37,284
100 Total Personal Services	17,315	19,199	31,523	37,284	37,284
340 Printing	259	132	300	300	300
341 Telephone	368	466	360	360	360
344 Postage	336	143	500	650	650
380 Misc. Contracted Services	5,328	6,068	5,700	7,200	7,200
200 Total Purchase of Services	6,291	6,809	6,860	8,510	8,510
420 Office Supplies	299	288	300	400	400
599 Service Supplies	1,249	746	720	720	720
400 Total Supplies	1,548	1,034	1,020	1,120	1,120
700 Other Charges	395	90	475	625	625
800 Capital Outlay	975	0	0	0	0
COUNCIL ON AGING TOTAL	26,524	27,132	39,878	47,539	47,539

BUDGET NAME	FY 1998 ACTUAL	FY 1999 ACTUAL	FY 2000 BUDGET	FY 2001 REQUEST	SAL. ADM. PLAN INC.
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543 VETERANS' SERVICES

110 Salaries	9,307	9,588	9,838	9,838	9,838
100 Total Personal Services	9,307	9,588	9,838	9,838	9,838
700 Other Charges	2,709	11,685	11,567	11,567	11,567
VETERANS' SERVICES TOTAL	12,016	21,273	21,405	21,405	21,405

632 YOUTH COMMISSION

110 Salaries	83,249	78,516	86,275	82,593	84,062
100 Total Personal Services	83,249	78,516	86,275	82,593	84,062
380 Misc. Contracted Services	3,159	4,949	12,200	28,700	28,700
200 Total Purchase of Services	3,159	4,949	12,200	28,700	28,700
599 Service Supplies	904	1,731	5,000	5,000	5,000
400 Total Supplies	904	1,731	5,000	5,000	5,000
700 Other Charges	2,235	1,446	4,200	3,600	3,600
800 Capital Outlay	0	1,673	2,400	0	0
YOUTH COMMISSION TOTAL	89,547	88,315	110,075	119,893	121,362

CULTURE AND RECREATION

BUDGET NAME	FY 1998 ACTUAL	FY 1999 ACTUAL	FY 2000 BUDGET	FY 2001 REQUEST	SAL. ADM. PLAN INC.
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610 LIBRARY

110 Salaries	199,080	188,812	204,710	207,268	212,714
100 Total Personal Services	199,080	188,812	204,710	207,268	212,714
210 Electricity	11,046	9,694	12,000	11,000	11,000
211 Heat & Oil	4,772	5,062	6,000	6,000	6,000
230 Water	150	155	175	175	175
244 Building Maintenance	14,091	12,485	12,000	13,000	13,000
245 Equipment Repairs	1,880	2,064	3,000	3,000	3,000
341 Telephone	1,279	1,304	1,500	1,500	1,500
200 Total Purchase of Services	33,218	30,764	34,675	34,675	34,675
420 Office Supplies	1,525	1,960	2,000	2,000	2,000
510 Books	42,946	54,615	48,000	53,000	53,000
400 Total Supplies	44,471	56,575	50,000	55,000	55,000
700 Other Charges	2,800	4,465	3,450	3,650	3,650
850 New Equipment	776	1,106	1,000	1,000	1,000
859 Automation/Retrospective Conversion	2,999	3,020	3,000	8,850	8,850
800 Capital Outlay	3,775	4,126	4,000	9,850	9,850
LIBRARY TOTAL	283,344	284,742	296,835	310,443	315,889

631 RECREATION

110 Salaries	34,742	40,625	52,782	63,867	63,867
100 Total Personal Services	34,742	40,625	52,782	63,867	63,867
247 Grounds Maintenance	0	301	1,950	0	0
304 Medical Exams	0	60	0	60	60
340 Printing	0	0	2,592	2,590	2,590
341 Telephone	227	0	0	0	0
345 Advertising	0	344	373	373	373
380 Misc. Contracted Services	3,086	2,866	1,000	1,000	1,000
200 Total Purchase of Services	3,313	3,571	5,915	4,023	4,023
512 Arts & Crafts Supplies	3,116	752	1,800	0	0
599 Service Supplies	471	325	400	400	400
400 Total Supplies	3,587	1,077	2,200	400	400

BUDGET NAME	FY 1998 ACTUAL	FY 1999 ACTUAL	FY 2000 BUDGET	FY 2001 REQUEST	SAL. ADM. PLAN INC.
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RECREATION (cont.)

700 Other Charges	761	1,169	1,050	2,450	2,450
800 Capital Outlay	0	0	0	0	0
RECREATION TOTAL	42,403	46,442	61,947	70,740	70,740

633 HISTORICAL COMMISSION

340 Printing	0	0	225	1,000	1,000
344 Postage	0	0	300	100	100
380 Misc. Contracted Services	0	960	1,500	1,600	1,600
200 Total Purchase of Services	0	960	2,025	2,700	2,700
420 Office Supplies	65	0	300	300	300
400 Total Supplies	65	0	300	300	300
732 Subscriptions	0	0	0	100	100
782 Miscellaneous	84	25	0	0	0
700 Total Other Charges and Expenses	84	25	0	100	100
HISTORICAL COMMISSION TOTAL	149	985	2,325	3,100	3,100

INSURANCE

BUDGET NAME	FY 1998 ACTUAL	FY 1999 ACTUAL	FY 2000 BUDGET	FY 2001 REQUEST
900 INSURANCE				
174 Workers' Compensation	27,458	0	0	0
100 Total Personal Services	27,458	0	0	0
170 Blue Cross - Health	25,287	28,740	37,993	39,677
171 HMO - Health	695,540	770,965	921,123	1,210,992
173 Dental - Health	60,765	63,024	76,301	83,781
100 Total Personal Services	781,592	862,729	1,035,417	1,334,450
172 Group Life Insurance	5,683	5,986	7,154	8,073
100 Total Personal Services	5,683	5,986	7,154	8,073
301 Consulting Services	14,980	4,650	11,000	11,000
200 Total Purchase of Services	14,980	4,650	11,000	11,000
742 Liability Package Policy	39,511	47,204	57,400	62,000
746 Police/Fire Accident	17,250	18,975	18,900	20,000
750 Youth Director	393	393	450	500
751 Medicare	61,506	75,292	70,000	95,000
753 Social Security	35,638	41,344	37,000	56,160
700 Total Other Charges and Expenses	154,298	183,208	183,750	233,660
INSURANCE TOTAL	984,011	1,056,573	1,237,321	1,587,183

DEBT AND INTEREST

BUDGET NAME	FY 1998 ACTUAL	FY 1999 ACTUAL	FY 2000 BUDGET	FY 2001 REQUEST	INTEREST REMAIN.
750 INTEREST ON DEBT					
GENERAL FUND					
Library	18,330	9,230	0	0	0
Finn School	0	0	397,691	367,466	3,202,281
Underground Storage Tanks	14,014	11,386	8,886	0	0
Land Purchase	0	0	0	0	0
DPW Garage	35,036	28,464	22,214	24,825	57,750
Middle School	425,000	444,363	419,425	394,488	3,420,237
900 Debt Service	492,380	493,443	848,216	786,779	6,680,268

BUDGET NAME	FY 1998 ACTUAL	FY 1999 ACTUAL	FY 2000 BUDGET	FY 2001 REQUEST	INTEREST REMAIN.
710 DEBT SERVICE					
GENERAL FUND					
Library	130,000	130,000	0	0	0
Finn School	0	0	465,000	465,000	8,835,000
Underground Storage Tanks	100,000	100,000	100,000	0	0
Land Purchase	0	0	0	0	0
DPW Garage	100,000	100,000	100,000	100,000	500,000
Middle School	0	475,000	475,000	475,000	8,550,000
MWPAT Septic	0	0	0	11,101	188,706
900 Debt Service	330,000	805,000	1,140,000	1,051,101	18,073,706

BUDGET NAME	FY 1998 ACTUAL	FY 1999 ACTUAL	FY 2000 BUDGET	FY 2001 REQUEST
RESERVE FUND	54,371	98,080	100,000	150,000

SCHOOL DEPARTMENT

BUDGET NAME	FY 1999 BUDGET	FY 2000 BUDGET	FY 2001 REQUEST
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SOUTHBOROUGH SCHOOLS

REGULAR DAY PROGRAMS

ADMINISTRATION

School Committee	19,250	20,710	19,960
Superintendent's Office	101,045	107,874	128,002
Administrative Support	78,250	85,540	104,392

INSTRUCTION

Supervision	27,200	29,792	29,600
Principals	345,932	394,281	472,164
Teaching	3,714,178	3,960,354	4,487,146
Professional Development	51,650	59,300	63,800
Textbooks	38,739	43,042	64,753
Instructional Hardware & Software	126,349	137,220	183,441
Library Services	150,720	170,858	178,585
Audio/Visual Services	13,677	11,363	13,060
Guidance Services	127,388	132,596	169,246

OTHER STUDENT SERVICES

Personnel Services	500	500	500
Health Services	84,865	111,228	119,102
Transportation	159,457	202,035	203,377
Food Services	0	0	0
Student Body Activities	10,900	18,760	20,767

OPERATION AND MAINTENANCE OF BUILDINGS

Operation of Buildings	515,250	607,577	787,797
Maintenance of Buildings	71,077	116,474	122,625
Extraordinary Maintenance	0	0	0
Networking & Telecommunications	19,558	29,409	29,207

FIXED CHARGES

Early Retirement Liability	10,750	10,750	0
Rentals & Leases	19,939	20,512	16,839

TUITION, OTHER PUBLIC SCHOOLS

Vocational Education	9,950	9,950	0
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REGULAR DAY PROGRAMS	5,696,624	6,280,125	7,214,363
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BUDGET NAME	FY 1999 BUDGET	FY 2000 BUDGET	FY 2001 REQUEST
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SOUTHBOROUGH SCHOOLS (cont.)

SPECIAL EDUCATION PROGRAMS - CHAPTER 766

INSTRUCTION

Director	60,412	65,958	74,612
Teaching	627,781	822,850	917,415
Professional Development	3,800	3,675	3,500
Instructional Hardware & Software	1,967	5,800	2,100
Psychological Services	110,161	110,296	127,151

OTHER STUDENT SERVICES

Health Services	60,000	57,000	7,500
Transportation	52,500	64,000	138,200

OPERATION AND MAINTENANCE OF BUILDINGS

Operation of Buildings	1,000	1,000	1,000
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MAINTENANCE OF EQUIP SPED

3,500	5,184	4,500
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PROGRAMS, OTHER SYSTEMS IN MASSACHUSETTS

Tuition, Out	309,000	355,500	443,000
Transportation, Out	0	0	0

PROGRAMS, MEMBER OF COLLABORATIVE

Assabet Collaborative Assessment	90,033	81,307	179,500
Tuition, Out	0	0	0
Transportation, Out	0	0	0

SPECIAL EDUCATION - CHAPTER 766	1,320,154	1,572,570	1,898,478
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SUMMARY

	FY 1999 BUDGET	FY 2000 BUDGET	FY 2001 BUDGET
REGULAR DAY PROGRAMS	5,696,624	6,280,125	7,214,363
SPECIAL ED LOAN (YEAR 2 OF 3)	0	55,000	55,000
SPECIAL ED. - CHAPTER 766	1,320,154	1,572,570	1,898,478

GRAND TOTAL OPERATING BUDGET	7,016,778	7,907,695	9,167,841
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BUDGET NAME	FY 1999 BUDGET	FY 2000 BUDGET	FY 2001 REQUEST
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ALGONQUIN REGIONAL HIGH SCHOOL

ADMINISTRATION

School Committee	45,930	50,663	48,898
Superintendent's Office	100,152	109,369	129,452
Administrative Support	74,473	83,519	102,867

INSTRUCTION

Supervision	50,248	51,755	59,230
Principals	430,969	495,437	502,852
Teaching	3,627,815	3,870,472	4,293,634
Professional Development	54,400	54,200	57,600
Textbooks	58,832	73,744	68,664
Instructional Hardware & Software	87,150	65,025	95,774
Library Services	122,413	142,004	146,096
Audio/Visual Services	6,225	6,250	6,250
Guidance Services	285,815	330,675	361,790

OTHER STUDENT SERVICES

Health Services	57,511	61,969	63,665
Transportation	450,450	606,928	607,428
Food Services	0	0	0
Athletics/Student Body Activities	407,012	412,134	481,592

OPERATION AND MAINTENANCE OF BUILDINGS

Operation of Buildings	455,268	514,601	559,212
Maintenance of Buildings	87,701	102,237	121,280
Extraordinary Maintenance	7,350	0	0
Networking & Telecommunications	52,100	48,840	51,000

FIXED CHARGES

Early Retirement Liability	142,888	170,368	102,663
Insurance	626,559	683,789	891,676
Rentals & Leases	45,232	51,585	56,500

TUITION, OTHER PUBLIC SCHOOLS

Vocational Education	9,950	0	0
School Choice	0	35,628	43,000

REGULAR DAY PROGRAMS	7,286,443	8,021,192	8,851,123
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BUDGET NAME	FY 1999 BUDGET	FY 2000 BUDGET	FY 2001 REQUEST
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ALGONQUIN REGIONAL HIGH SCHOOL (cont.)

SPECIAL EDUCATION PROGRAMS - CHAPTER 766

INSTRUCTION

Director	60,424	64,096	65,251
Teaching	349,690	395,029	509,750
Professional Development	2,300	2,400	2,600
Instructional Hardware & Software	1,700	0	5,600
Psychological Services	38,268	36,922	55,582

OTHER STUDENT SERVICES

Health Services	1,000	2,000	7,000
Transportation	31,500	27,190	29,500

OPERATION AND MAINTENANCE OF BUILDINGS

New Equipment	0	0	5,000
Equipment Maintenance	5,850	1,850	2,100

PROGRAMS, OTHER SYSTEMS IN MASSACHUSETTS

Tuition, Out	119,000	94,752	150,000
Transportation, Out	0	0	0

PROGRAMS, MEMBER OF COLLABORATIVE

Assabet Collaborative Assessment	81,000	6,020	6,500
Tuition, Out	0	50,000	90,000
Transportation, Out	0	0	0

SPECIAL EDUCATION - CHAPTER 766	690,732	680,259	928,883
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SUMMARY

	<u>FY 1999 BUDGET</u>	<u>FY 2000 BUDGET</u>	<u>FY 2001 BUDGET</u>
REGULAR DAY PROGRAMS	7,286,443	8,021,192	8,851,123
SPECIAL ED. - CHAPTER 766	690,732	680,259	928,883

GRAND TOTAL OPERATING BUDGET	7,977,175	8,701,451	9,780,006
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NORTHBOROUGH - SOUTHBOROUGH REGIONAL SCHOOL DISTRICT
FY 2001 BUDGET & ASSESSMENTS - DEPT. OF ED. RECOMMENDED METHOD
PRELIMINARY

			68.40%	31.60%
			Northboro	Southboro
Step 1				
Proposed operating budget (FY 2001)		9,780,006.00		
Less Transportation	607,428.00			
SPED Transportation	29,500.00	636,928.00		
Less Fixed Charges		0.00		
Net School Spending		9,143,078.00		
Less Revenues		0.00		
Subtotal		9,143,078.00		
Less Chapter 70 Aid - Preliminary		1,627,294.00		
Less State ward reimbursement		0.00		
Net Budget		7,515,784.00		
Step 2				
Minimum Local Contribution required by Ed Reform			*	*
Step 3				
Difference between Min. Contrib. & Net budget balance		7,515,784.00		
Step 4				
Apportion Step 3 amount by agreement			5,140,796.26	2,374,987.74
Step 5				
Transportation Budget	636,928.00			
Less Aid to Transportation estimated	401,972.00	234,956.00	160,709.90	74,246.10
Step 6				
Other Operational Costs	0.00			
Less Revenues	0.00	0.00		
Step 7				
Capital budget (existing debt service)		297,492.00	204,968.00	92,524.00
Step 8				
Total assessments, Minimum local contribution plus apportionments		8,048,232.00	5,506,474.16	2,541,757.84
Step 9				
Excess & Deficiency Offset		75,000.00	51,300.00	23,700.00
FY 2001 Assessments		7,973,232.00	5,455,174.16	2,518,057.84
Assessment Comparison:				
FY 2000 Assessment		6,910,819.00	4,672,514.00	2,238,305.00
Dollar Increase		1,062,413.00	782,660.16	279,752.84
Percent Increase		15.37%	16.75%	12.50%

*Information not available from DOE as of 02-15-00

BUDGET NAME	FY 1999 BUDGET	FY 2000 BUDGET	FY 2001 REQUEST
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ASSABET VALLEY REGIONAL VOC. SCHOOL

SCHOOL COMMITTEE	82,999	82,108	84,782
SUPERINTENDENT & BUSINESS OFFICE	323,816	350,078	366,914
INSTRUCTION SUPERVISION	265,589	275,876	284,114
PRINCIPAL OFFICE	117,475	120,440	123,518
INSTRUCTION & SUPPLIES	4,811,580	5,059,473	5,486,210
TEXTBOOKS	53,000	53,000	56,250
LIBRARY SERVICES	93,035	95,675	99,758
MULTI-MEDIA	45,600	46,593	47,616
GUIDANCE SERVICES	318,510	328,022	341,189
ATTENDANCE	21,320	21,907	22,547
HEALTH SERVICES	48,410	52,586	54,021
TRANSPORTATION CONTRACTS	726,500	754,700	797,502
TRANSPORTATION SPORTS - FIELD TRIPS	31,001	33,251	33,851
ATHLETICS PROGRAMS	198,509	217,130	229,891
STUDENT BODY ACTIVITIES	59,263	62,866	68,319
OPERATION OF PLANT	1,073,808	1,085,942	1,110,489
MAINTENANCE OF PLANT	280,500	278,000	286,050
HEALTH-LIFE-MEDICARE INSURANCE	488,800	566,750	622,250
OTHER INSURANCES	181,425	171,745	176,395
LEASES OF EQUIPMENT	25,000	25,000	25,000
ACQUISITION OF FIXED ASSETS	124,500	150,500	152,000

VOCATIONAL DAY OPERATING BUDGET	9,370,640	9,831,642	10,468,665
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BUDGET NAME	FY 1999 BUDGET	FY 2000 BUDGET	FY 2001 REQUEST
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ASSABET VALLEY REG. VOC. SCHOOL (cont.)

RIGHT TO KNOW - ASBESTOS AUDIT	10,000	10,000	10,000
SINGLE AUDIT REQUIREMENT	10,000	10,000	10,000

RIGHT TO KNOW - AUDIT BUDGET	20,000	20,000	20,000
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CAPITAL PROJECT ROOF (P & I)	0	0	0
SPECIAL NEEDS	581,179	616,279	659,951

TOTAL BUDGET	9,971,819	10,467,921	11,148,616
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LESS ANTICIPATED AID & TRANSFERS	(4,517,618)	(4,604,149)	(4,804,149)
MASS. GENERAL LAW 32B, SECTION 9 & 9	0	75,000	75,000

TOTAL ASSESSMENT TO COMMUNITIES	5,454,201	5,938,772	6,419,467
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SOUTHBORO ASSESSMENT	113,100	95,188	152,459
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ARTICLE 8: To see if the Town will vote to transfer to Surplus Revenue Account (Excess and Deficiency) a sum of money, or do or act anything in relation thereto. (Proposed by the Town Accountant and the Board of Selectmen)

ARTICLE 9: To see if the Town will vote to raise and appropriate, or transfer from any of its available funds and appropriate, the sum of \$1,800 to defray expenses of the Memorial Day exercises. Observance exercises are to be under the auspices of the Bagley-Fay Post No. 161 American Legions, and Choate Post No. 3276, Veterans of Foreign Wars, or do or act anything in relation thereto. (Proposed by the Board of Selectmen)

ARTICLE 10: To see if the Town will vote to raise and appropriate or transfer from any of its available funds and appropriate, the sum of \$443,856 for the fiscal year beginning July 1, 2000 and ending June 30, 2001 to pay a portion of the expense of the Worcester County Retirement System, of which the Town is a member, and as required by the Worcester County Commissioners, or do or act anything in relation thereto. (Proposed by the Board of Selectmen)

ARTICLE 11: To see if the Town will vote to raise and appropriate or transfer from any of its available funds and appropriate, a sum of money to fund ongoing maintenance of the Town House, or do or act anything in relation thereto. (Proposed by the Board of Selectmen)

ARTICLE 12: To see if the Town will vote to raise and appropriate or transfer from any of its available funds and appropriate, the sum of a sum of money to fund ongoing maintenance of the Fayville Village Hall, or do or act anything in relation thereto. (Proposed by the Board of Selectmen)

ARTICLE 13: To see if the Town will vote to raise and appropriate or transfer from any of its available funds and appropriate, a sum of money to fund monitoring of the Parkerville Road Landfill, or do or act anything in relation thereto. (Proposed by the Board of Selectmen)

ARTICLE 14: To see if the Town will vote to raise and appropriate, or transfer from available funds and appropriate, a sum of money for hiring a special legal counsel, or do or act anything in relation thereto. (Proposed by the Board of Selectmen)

ARTICLE 15: To see if the Town will vote to raise and appropriate or transfer from any of its available funds and appropriate, the sum of \$5,000 for the purpose of funding Marlborough Addictions Referral Center, Inc., a nonprofit drop-in center, or do or act anything in relation thereto. (Proposed by the Board of Selectmen)

ARTICLE 16: To see if the Town will vote to raise and appropriate or transfer from available funds and appropriate the sum of \$250,000 for the maintenance of Town roads, or do or act anything in relation thereto. (Proposed by the Department of Public Works)

ARTICLE 17: To see if the Town will vote to transfer from available funds and appropriate a sum of money in anticipation of reimbursement from the Commonwealth for Chapter 90 highway improvements, or do or act anything in relation thereto. (Proposed by the Department of Public Works)

ARTICLE 18: To see if the Town will vote to raise and appropriate or transfer from available funds and appropriate a sum of money for the purpose of purchasing Public Works Equipment, or do or act anything in relation thereto. (Proposed by the Department of Public Works)

ARTICLE 19: To see if the Town will vote to raise and appropriate, transfer from available funds and appropriate or borrow and appropriate, a sum of money for the purpose of making improvements to the water distribution system, or do or act anything in relation thereto. (Proposed by the Department of Public Works)

ARTICLE 20: To see if the Town will vote to raise and appropriate, transfer from available funds and appropriate or borrow and appropriate, a sum of money for the purpose of acquiring property, engineering, development and relevant costs associated with providing additional cemetery space, or do or act anything in relation thereto. (Proposed by the Department of Public Works)

ARTICLE 21: To see if the Town will vote to amend the Code of the Town of Southborough to authorize the Board of Selectmen to establish water emergencies as may be necessary to conserve the supply of water and to insure the safe and

efficient operation of the water system. During such emergencies outside use of water drawn from the town's water system shall be prohibited for such purposes as irrigation of lawns, gardens, shrubs and trees, washing of vehicles, recreational use and other use as the Board of Selectmen may deem appropriate. Fines for violation of the water emergency use prohibitions shall be \$50 for the first offense and \$100 for subsequent offenses, or do or act anything in relation thereto. (Proposed by the Department of Public Works)

ARTICLE 22: To see if the Town will vote to raise and appropriate or transfer from available funds and appropriate, a sum of money for the purpose of making Transfer Station improvements including, but not limited to, toilet and washing facilities as required by The Division of Occupational Safety, or do or act anything in relation thereto. (Proposed by the Department of Public Works)

ARTICLE 23: To see if the Town will vote to raise and appropriate or transfer from any available funds and appropriate, the sum of \$50,000.00 to acquire two new four-door full-size sedan police cruisers and authorize the Selectmen to sell, turn in or otherwise dispose of two police cruisers, or do or act anything in relation thereto. (Proposed by the Police Chief)

ARTICLE 24: To see if the Town will vote to raise and appropriate or transfer from any available funds and appropriate, a sum of money to repair the Police Department septic system, repave and expand the existing parking lot, or do or act anything in relation thereto. (Proposed by the Police Chief)

ARTICLE 25: To see if the Town will vote to raise and appropriate or transfer from available funds and appropriate, a sum of money for the purpose of hiring consulting engineers by various Town departments, or do or act anything in relation thereto. (Proposed by the Board of Selectmen)

ARTICLE 26: To see if the Town will vote to raise and appropriate or transfer from any of its available funds and appropriate, the sum of \$17,500 to be used for expenses incurred from a private audit of the Town's financial officers to be carried out by a private firm which meets the standards of the Commonwealth of Massachusetts, Bureau of Accounts, or do or act anything in relation thereto. (Proposed by the Board of Selectmen)

ARTICLE 27: To see if the Town will vote to raise and appropriate or transfer from available funds and appropriate, the sum of \$6,156 for the purpose of aiding in the funding of the MetroWest Planning Office, or do or act anything in relation thereto. (Proposed by the Board of Selectmen)

ARTICLE 28: To see if the Town will vote to raise and appropriate or transfer from any of its available funds and appropriate, the sum of \$2,500, or any other sum, to be expended under the direction of the Heritage Day Committee for the purpose of paying the necessary costs associated with the Heritage Day celebration and the Heritage Day parade, or do or act anything in relation thereto. (Proposed by the Board of Selectmen)

ARTICLE 29: To see if the Town will vote to raise and appropriate or transfer from any available funds and appropriate, a sum of money for the purpose of maintenance of equipment, or do or act anything in relation thereto. (Proposed by the Board of Selectmen)

ARTICLE 30: To see if the Town will vote to raise and appropriate or transfer from any of its available funds and appropriate, a sum of money for the purpose of establishing a fund to be used to pay the Town's share of casualty and other losses incurred to Town property and equipment which are not covered by insurance policies, and/or which has been destroyed or damaged as a result of accident or casualty, for which a third party is liable and for which the Town is entitled to be reimbursed from damages caused as a result of such accident or casualty, or do or act anything in relation thereto. (Proposed by the Board of Selectmen)

ARTICLE 31: To see if the Town will vote to renew a revolving fund established under Chapter 44, Section 53 E 1/2, "An Act Authorizing Cities and Towns to Establish Certain Revolving Funds", a revolving fund for the purpose of funding the inspection services for the Sealer of Weights and Measures, plumbing and wiring. All receipts received for the services provided by the above-mentioned departments shall be credited to this account up to the amount of \$60,000. The Town Accountant will authorize expenditures from this revolving fund, or do or act anything in relation thereto. (Proposed by the Board of Selectmen)

ARTICLE 32: To see if the Town will vote to raise and appropriate or transfer from any available funds and appropriate, a sum of money to purchase a postage processing system, or do or act anything in relation thereto. (Proposed by the Board of Selectmen)

ARTICLE 33: To see if the Town will vote to raise and appropriate or transfer from any available funds and appropriate, a sum of money to hire staff and/or a firm with expertise in capital planning and building maintenance for schools and town buildings, or do or act anything in relation thereto. (Proposed by Board of Selectmen)

ARTICLE 34: To see if the Town will vote to raise and appropriate or transfer from available funds and appropriate, a sum of money to hire an architectural firm to undertake a feasibility study that would examine the options that would include restoration, expansion or replacement of Fayville Village Hall and the abutting house at 40 Central Street for Human Services Departments, or do or act anything in relation thereto. (Proposed by the Board of Selectmen)

ARTICLE 35: To see if the Town will vote to raise and appropriate or transfer from available funds and appropriate, the sum of \$10,000 for the purpose of conducting a Household Hazardous Waste Day, or do or act anything in relation thereto. (Proposed by the Board of Health)

ARTICLE 36: To see if the Town will vote to raise and appropriate, or transfer from available funds and appropriate, a sum of money to be deposited in the Stabilization Fund to be held and administered in accordance with the provisions of Massachusetts General Laws, Chapter 40, Section 5b, or do or act anything in relation thereto. (Proposed by the Advisory Committee and Board of Selectmen)

ARTICLE 37: To see if the Town will vote to raise and appropriate or transfer from available funds and appropriate, a sum of money to fund a Workers' Compensation Claim Reserve Fund as per Massachusetts General Laws, Chapter 40, Section 13C, or do or act anything in relation thereto. (Proposed by the Board of Selectmen)

ARTICLE 38: To see if the Town will vote to raise and appropriate or transfer from any available funds and appropriate, or borrow and appropriate, the sum of \$207,202 for the FY 2001 capital building maintenance projects at the Southborough Public Schools, or do or act anything in relation thereto. (Proposed by the Southborough School Committee)

ARTICLE 39: To see if the Town will vote to raise and appropriate or transfer from any available funds and appropriate, or borrow and appropriate, the sum of \$9,680 for the FY 2001 moving expenses for Finn at Woodward School to Finn School, or do or act anything in relation thereto. (Proposed by the Southborough School Committee)

ARTICLE 40: To see if the Town will vote to raise and appropriate or transfer from any available funds and appropriate, or borrow and appropriate, the sum of \$86,000 for the FY 2001 installment of the multiyear technology update in all Southborough Public Schools, or do or act anything in relation thereto. (Proposed by the Southborough School Committee)

ARTICLE 41: To see if the town will vote to raise and appropriate or transfer from any available funds and appropriate, or borrow and appropriate, a sum of money for a district-wide student management system for the Southborough Public Schools, or do or act anything in relation thereto. (Proposed by the Southborough School Committee)

ARTICLE 42: To see if the Town will vote to authorize borrowing by the Northborough-Southborough Regional School Committee, in accordance with Massachusetts General Laws, Chapter 71, Section 16(d), as amended, or for the Town of Southborough to raise and appropriate or transfer from any available funds and appropriate, or borrow and appropriate, their share of the sum of \$136,000 for the purpose of equipment purchases of a capital nature for the FY 2001 installment of the multiyear technology update at Algonquin Regional High School, or do or act anything in relation thereto. (Proposed by the Northborough-Southborough Regional School Committee)

ARTICLE 43: To see if the Town will vote to authorize borrowing by the Northborough-Southborough Regional School Committee, in accordance with Massachusetts General Laws, Chapter 71, Section 16(d), as amended, or for the Town of Southborough to raise and appropriate or transfer from any available funds and appropriate, or borrow and appropriate, their share of the sum of \$21,000 for the purpose of furniture equipment purchases of a capital nature at Algonquin Regional High School, or do or act anything in relation thereto. (Proposed by the Northborough-Southborough Regional School Committee)

ARTICLE 44: To see if the Town will vote to authorize borrowing by the Northborough-Southborough Regional School Committee, in accordance with Massachusetts General Laws, Chapter 71, Section 16(d), as amended, or for the Town of Southborough to raise and appropriate or transfer from any available funds and appropriate, or borrow and appropriate, their share of the sum of \$28,275 for the purpose of purchasing science materials (compound microscopes and stereoscopes) of a capital nature at Algonquin Regional High School, or do or act anything in relation thereto. (Proposed by the Northborough-Southborough Regional School Committee)

ARTICLE 45: To see if the Town will vote to authorize borrowing by the Northborough-Southborough Regional School Committee, in accordance with Massachusetts General Laws, Chapter 71, Section 16(d), as amended, or for the Town of Southborough to raise and appropriate or transfer from any available funds and appropriate, or borrow and appropriate, their share of the sum of \$10,057 for the purchase of district-wide student management system at Algonquin Regional High School, or do or act anything in relation thereto. (Proposed by the Northborough-Southborough Regional School Committee)

ARTICLE 46: To see if the Town will vote to authorize the City of Marlboro to compensate its representative to the Assabet Valley Regional Vocational School District Committee effective January 1, 2000 at the same level of compensation paid to the City of Marlboro School Committee Members, or act in any relative thereto. (Proposed by the Assabet Valley Regional Vocational School District)

ARTICLE 47: To see if the Town will vote to raise and appropriate or transfer from available funds and appropriate, the sum of \$25,000 for the purpose of purchasing a Thermal Imaging Camera for the Fire Department, or do or act anything in relation thereto. (Proposed by the Fire Chief)

ARTICLE 48: To see if the Town will vote to raise and appropriate or transfer from available funds and appropriate, the sum of \$29,500 for the purpose of purchasing one new, four wheel drive pickup truck and equipping the same for the Fire Department, or do or act anything in relation thereto. (Proposed by the Fire Chief)

ARTICLE 49: To see if the Town will vote to raise and appropriate or transfer from any of its available funds and appropriate, a sum of money to purchase and maintain a van to be used for transportation by the Council on Aging, Office of Youth and Family Services, Recreation Department and other departments as needed and available, or do or act anything in relation thereto. (Proposed by the Council on Aging, Department of Youth and Family Services, and Recreation Commission)

ARTICLE 50: To see if the Town will vote to amend Chapter 152 Streets and Sidewalks, Article I. Miscellaneous Provisions, Section 152-4 "Excavation permit required; safety requirements", of the Code of the Town of Southborough, by changing the section of the first sentence from "a written permit from the Board of Selectmen" to read "a written permit approved by the Board of Selectmen or its designee", or do or act anything in relation thereto. (Proposed by the Board of Selectmen)

ARTICLE 51: To see if the Town will vote to amend Chapter 16 Finance, Article III Miscellaneous Provisions, of the Code of the Town of Southborough, by adding Section 16-5 Disposition of Funds Received as Donations. The section shall read as follows:

Section 16-5 Disposition of Funds Received as Donations

All voluntary donations received by the Town of Southborough shall be placed on the agenda of the next Special or Annual Town Meeting by the Board of Selectmen to be accepted and expended for a specific purchase by a majority vote unless the funds are allocated to the General Fund.

, or do or act anything in relation thereto. (Proposed by the Board of Selectmen)

ARTICLE 52: To see if the Town will authorize the transfer of the amounts paid by developers to the Planning Department and/or the Town in lieu of providing subsidized units within their development, by vote of the Board of Selectmen to transfer any or all of said monies to the Southborough Housing Authority upon the Southborough Housing Authority identifying a suitable property for purchase by the Southborough Housing Authority to include within the

Southborough Housing Authority's existing programs, or do or act anything in relation thereto. (Proposed by the Southborough Housing Authority)

ARTICLE 53: To see if the Town will vote to amend the Code of the Town of Southborough, Zoning Article I Section 174-2 Definitions subsection B. by adding the following definition:

Open Space – Open Space shall mean that portion of the lot area that is not covered by any structure and not used for drives, parking, storage or display. Wetlands, ponds and man-made retention areas shall not be considered open space for the purpose of calculating the requirements of this bylaw. Subsurface sewage disposal systems shall not be allowed within designated open space except that areas designated for reserve or expansion of an individual or shared system shall be allowed only if in the opinion of the Board of Health no other options are available or if in the opinion of the Planning Board it would be beneficial to the overall layout of the development. All open space shall be stabilized with natural vegetative cover. Open space shall be permanently protected by recorded deed.

, or do or act anything in relation thereto. (Proposed by the Planning Board)

ARTICLE 54: To see if the Town will vote to amend the Zoning Code of the Town of Southborough by changing the following described areas from Residence B District to Highway Business District as follows:

Land located on the north side of Turnpike Road and east of Pleasant Street, identified as Map 39, Lots 16 & 17 of the Southborough Assessors' records, being 1.33 acres, more or less, and currently owned by John L. Mitchell.

, or do or act anything in relation thereto. (Proposed by John Mitchell et al)

ARTICLE 55: To see if the Town will vote to amend the Zoning Code of the Town of Southborough, Article V, Nonconforming Uses and Structures, Section 174-19. Extensions or Alterations to read as follows:

174-19. Extensions or alterations

- A. Nonconforming structures or uses shall not be extended or altered, except to make them conforming, unless the Board of Appeals authorizes such extension or alteration by special permit upon making findings as provided in § 174-9E.
- B. Single Family Residential Structures: In the following circumstances, alteration, reconstruction, extension or structural change to a single family residential structure shall not be considered an increase in the nonconforming nature of the structure and shall be permitted as of right:
 - 1) Alteration to a structure which complies with all current setbacks, lot coverage and building height requirements but is located on a lot with insufficient area; where the alteration will also comply with all of said current requirements;
 - 2) Alteration to a structure which complies with all current setbacks, lot coverage and building height requirements but is located on a lot with insufficient frontage, where the alteration will also comply with all of said current requirements;
 - 3) Alteration to a structure which encroaches upon one or more required setbacks, where the alteration will comply with all current setbacks, open, lot coverage and building height requirements. The provisions of this clause 3 shall apply regardless of whether the lot complies with current area and frontage requirements.

, or do or act anything in relation thereto. (Proposed by the Planning Board)

ARTICLE 56: To see if the Town will vote to delete the Zoning Code of the Town of Southborough, Article I, Miscellaneous Provisions, Section 174-2. Definitions and insert the following definition to read:

STRUCTURE – A man-made combination of materials assembled in a fixed location to give support or shelter or for any other purpose, including buildings, frameworks, platforms, sheds and the like, provided that signs, utility poles and small decorative or accessory structures not over three (3) feet in height or six (6) feet in any dimension, such as sculptures, mailboxes, birdbaths, benches and the like shall not be subject to the yard requirements of this chapter if located at least five (5) feet from side or rear lot lines. Fences that are not over six (6) feet in height shall not be considered structures.

, or do or act anything in relation thereto. (Proposed by the Planning Board)

ARTICLE 57: (SEE SIGN BY-LAW ON THE FOLLOWING PAGES (Pages 52 through 58))

To see if the Town will vote to delete the Zoning Code of the Town of Southborough, Article III, Section 174-11., "Signs" and insert the following:

§ 174-11. Signs

- A. **PURPOSE.** The Town of Southborough regulates and restricts the use of signs and other identification devices within the Town for the purpose of:
1. promoting public safety and convenience of the streets and roads, sidewalks and other pedestrian spaces, public property and private property within public view
 2. preserving for the present and future inhabitants the natural, architectural and historical assets and other qualities which distinguish the Town as a highly desirable community,
 3. protecting business viability, economic opportunity, property values, educational values, aesthetic integrity, village character, creativity and community appearance by exercising prudent control, and
 4. encouraging compatibility and harmony with surrounding buildings, land and land uses.

- B. **DEFINITIONS.** As used in this Section (§174-11), the following words and terms shall have and include the following meanings:

AGRICULTURAL SIGN – A sign which has wording that may be changed periodically to advertise products raised or grown principally on the premises.

AWNING SIGN – Any and every sign displayed on an awning or canopy. An Awning or Canopy is any device, fixed or retractable, of any material, which extends over or otherwise covers a sidewalk, courtyard, walkway, eating area, driveway, or other area or space whether that area or space is intended for pedestrians, vehicles or other purposes.

BANNER – Any and every sign whatever the nature of the material or manner of composition, message or design, frequently displayed on a pole or staff which can be free standing or attached to a building or structure, and temporary or removable in nature. Official flags of governmental jurisdictions properly displayed shall not be considered as banners or otherwise considered as signs for the purposes of this Zoning Bylaw.

BUSINESS ESTABLISHMENT – Each separate place of business whether or not consisting of one or more buildings.

FAÇADE OF THE BUSINESS ESTABLISHMENT – That portion of the building wall facing a street or containing a public entrance, which corresponds to the height and width of the interior space rented or owned by the tenant of the business establishment.

HEIGHT - The maximum vertical distance measured from the finished grade to the highest point of the sign or its supporting structure, whichever is higher.

INTERNALLY ILLUMINATED SIGN - Each and every sign which utilizes translucent panels, canvas or other fabric, letters, devices including gas filled luminous tubes or other similar components to create an image by allowing light to pass through.

LEGAL NON-CONFORMING SIGN – Any non-conforming sign legally erected prior to the adoption of this section, or any amendment thereof.

MOVING SIGNS – Any and every sign any part of which moves, is designed to move, or to be moved, by any means.

ROOF SIGN – Any and every sign located above, or projecting above, the lowest point of the eave or the top of a parapet wall of any building, or which is painted or otherwise attached or affixed to a roof.

SIGN – Any letter, word, symbol, drawing, picture, design, device, article or object that advertises, calls attention to or indicates any premises, persons, products, businesses or activities, or that conveys or is intended to convey any message whatever the nature of the material and manner of composition or construction. (Historical date plaques and markers approved by the Historical Commission and flags and insignias of governmental jurisdictions shall not be considered signs except when displayed for the purpose of commercial promotion.)

STANDING SIGN – Any and every freestanding sign erected on or affixed to the land and includes any and every sign that is not attached to a building.

TEMPORARY SIGNS – Any and every sign which by its design and/or use is temporary in nature, frequently composed of paper, posterboard and/or cardboard or other material attached so as to be visible through windows and glass doors or otherwise displayed on a property, typically containing messages relative to sale, lease, rental or construction of property, garage or yard sales and similar occasional uses, special sales, bazaars, dinners or other events.

TRAFFIC SIGNS – Any sign limited solely to directing traffic within or setting out restrictions on the use of parking areas.

TRAILER OR VEHICLE SIGNS – For the purposes of this Sign Bylaw a vehicle, motor vehicle or self-propelled vehicle shall be considered and regulated as a sign when or under such circumstances any such vehicle is not engaged in the usual business or work of the owner or lessee but is used for advertising purposes.

WALL SIGN – Any and every sign attached to a building and not considered to be a roof sign or window sign.

WINDOW SIGN – Any and every sign consisting of individual letters or graphics painted or otherwise similarly affixed directly to, or hanging behind, the glass surface of a window or door and designed to be visible from the outside of any building.

C. GENERAL PROVISIONS

- I. **PERMIT NOT REQUIRED.** The following types of signs do not require a permit from the Inspector of Buildings:
 - a. Signs not exceeding four (4) square feet in area and bearing only property numbers, or names of residents of premises.
 - b. Flags and insignia of any government, except when displayed in connection with commercial promotion.
 - c. Legal notices, identification information or direction signs erected by governmental bodies.
 - d. Integral decorative or architectural features of buildings, except letters, trademarks, moving parts or moving lights.
 - e. Signs directing and guiding traffic and parking on private property, but bearing no advertising matter.
 - f. In accordance with M.G.L. Chap. 94, section 295c. standard gasoline fuel pump signs on service station fuel pumps bearing thereon in usual size and form the name, type and price of the gasoline.
 - g. Open/Closed signs not exceeding 2' x 3'; 1 per business.

- h. Open flags, not exceeding 3' x 5' and not containing any promotional logos or advertising; 1 per business.
- i. Temporary signs.

2. BASIC REQUIREMENTS, ALL DISTRICTS

- a. The only signs allowed in the Town of Southborough are signs that advertise, call attention to or indicate the person occupying the premises on which the sign is erected or maintained or the business transacted thereon or that advertise the property itself or any part thereof as for sale or rent and which contain no other matter.
- b. Billboards and similar signs are specifically prohibited.
- c. Flashing, moving, changing message and animated signs are prohibited
- d. No sign may be illuminated between 10:00 PM and 6:00 AM except signs identifying police or fire stations or businesses open to serve the public on site.
- e. "No hunting, fishing, etc.," signs exceeding one (1) square foot are prohibited.
- f. Permits. No sign shall be erected or altered on the exterior of any building or on any land unless and until application for the erection or alteration of such sign has been filed with the Building Inspector, with such information and drawings as he may require, and permit for the erection of the sign has been issued by him.
- g. No sign may depict or represent any sexual conduct or state of sexual excitement as defined in G.L. c.272, Section 31, nor shall any such representations or depictions be placed upon or within the windows or walls of the premises so as to be visible to the public from the exterior of the premises.
- h. Banners, pennants, streamers, ribbons, spinners and other moving, fluttering, revolving or changing devices and strings of lights shall not be used as signs or parts thereof, provided that lights may be used as part of a religious celebration not connected to commercial promotion, and further provided that banners or similar devices may be used for temporary political signs.

3. ILLUMINATION OF SIGNS. Illumination shall be by white, steady, stationary light shielded and directed solely (or by silhouette) at the sign. The foregoing is applicable to signs exterior to a building and to permanent interior signs designed to be visible through a door or window. No sign may utilize translucent panels, canvas or other fabric, letters, devices or other similar components to create an image by allowing light to pass through, except for businesses fronting on Route 9. The light, whether internal or illuminating the sign from the outside, shall not be placed, directed or arranged so as to throw a beam of light, glare or reflection on any street or highway, walk, or nearby properties of others in such a manner as to create a traffic hazard or nuisance. Illuminated signs are prohibited in residential and conservation districts.

4. MAXIMUM NUMBER OF SIGNS ALLOWED. Unless otherwise provided herein there shall be not more than two of the four following types of signs: wall, window, standing, or awning for each business establishment with the following exceptions:

- a. If a business establishment has more than one public entrance at street level there may be additional signs at each such entrance, other than the wall to which the principal sign is attached. Such signs shall not exceed 15 square feet or 10% of the façade of the business establishment whichever is less. If a business establishment consists of more than one building, a secondary sign, not exceeding 15 square feet or 10% of the façade of the business establishment, whichever is less, may be affixed to a wall of each such building, not including the building to which the principal sign is attached.

- b. In addition to the foregoing sign or signs, one directory of the business establishments occupying a building may be attached to the exterior wall of the building at each public entrance to the building. Such directory shall not exceed an area determined on the basis on one square foot for each establishment occupying the building or six square feet in total area, whichever is less.
- 5. **MAXIMUM AREA OF SIGNS ALLOWED.** For purposes of determining the maximum size limitations, any intermediary removable surface to which a sign is attached shall be deemed part of the sign; and any sign composed of separate letters, numbers or symbols cut into or attached to a wall or painted on or otherwise attached to an awning, canopy or window shall be deemed to the extreme limits of the sign. A two-sided sign, with messages on opposite sides (back-to-back), will be deemed to be one (1) sign; a sign with faces at an angle to each other shall be deemed to consist of several signs, one (1) for each direction faced.

The sum of the areas of wall, window and awning signs of a business in the aggregate shall not exceed the lesser of the following two amounts:

- a. 10% of the façade of the business establishment;
 - b. 50 square feet in Districts fronting on streets other than Route 9, or 75 square feet in Districts fronting on Route 9.
- 6. **NON-CONFORMING SIGNS.** Any legal non-conforming sign may continue to be maintained but shall not be enlarged, reworded, redesigned or altered in any way unless it is brought into conformity with these requirements. Any such sign which has been destroyed or damaged to such an extent that the cost of restoration would exceed 35 percent of the replacement value of the sign at the time of the destruction or damage, shall not be repaired or rebuilt or altered unless in conformity with this section.

The exemption herein granted shall terminate with respect to any sign which:

- a. shall have been abandoned for six months or more; or
 - b. advertises or calls attention to any products, businesses or activities which have not been carried on or sold for six months or more; or
 - c. shall not have been repaired or properly maintained within 60 days after notice to that effect has been given by the Inspector of Buildings.
- 7. **CONSTRUCTION AND MAINTENANCE.** No sign shall be painted or posted directly on the exterior surface of any wall or roof. All signs must be painted, posted or otherwise securely attached to a substantial intermediary removable surface which shall be securely attached to the building. The foregoing, however, shall not prevent installation of a sign consisting of individual letters or devices securely attached to the building. The material and construction of any sign and intermediary surface and the manner of attaching the sign to the intermediary surface and the intermediary surface to the wall of the building shall be in accordance with applicable provisions of the State Building Code. All signs, together with their structural elements, shall be kept in good repair and in proper state or preservation to the reasonable satisfaction of the Inspector of Buildings. The Inspector of Buildings may order the removal of any sign that is not maintained in accordance with the provisions of this Zoning Bylaw.
- 8. **ROOF SIGNS.** No sign shall be erected or maintained on the roof of any building or structure in any district.
- 9. **STANDING SIGNS.** No standing sign shall be erected if, in the opinion of the Building Inspector, it creates a safety hazard to vehicular or pedestrian traffic.

10. **WALL SIGNS.** A wall sign shall be parallel to or perpendicular to a wall of the building and shall not project beyond the face of any other wall of the building, or above the top of the wall to which attached. A wall sign shall not project more than one foot, in the case of a sign parallel to the wall, or four feet in the case of a sign perpendicular to the wall, from the face of the wall to which attached, provided that in no case shall a perpendicular sign project into, on or over a public sidewalk, street or way.
11. **TEMPORARY SIGNS.** Temporary signs shall be removed promptly after the sale, event or reason for the sign message has been concluded. Temporary signs shall not be maintained for more than a 30-day period, except as may be otherwise specifically provided below, as determined by the Inspector of Buildings, unless proper sign permits have been obtained. A temporary sign erected for the purpose of the sale, lease, rental or construction of real estate is not subject to the 30 day display limitation but shall be removed promptly after such sale, lease, rental or construction has been effected or completed. Temporary signs pertaining to construction shall not be erected prior to the commencement of work.
12. **TRAFFIC SIGNS.** The regulations contained herein shall not apply to traffic signs not exceeding four square feet in area.
13. **GASOLINE FILLING STATIONS AND GARAGES.** Gasoline filling stations and garages may, if they elect to do so, divide the principal sign area, to which they are entitled into separate signs attached to and parallel to the wall to which the principal sign may be attached and indicating the separate operations or departments of the business, provided, however, that the total size of the separate signs shall not exceed the maximum size permitted under this section for a single exterior sign on such wall. Signs displayed on structural canopies over gasoline pumps or gasoline pump islands shall be regulated as wall signs.
14. **AGRICULTURAL SIGNS.** One (1) sign not to exceed thirty-two (32) square feet shall be allowed and the wording may be changed periodically to advertise products raised or grown principally on the premises.
15. **AWNING SIGNS.** The following provisions shall apply to all awning signs:
 - a. Awning signs may only be located at the first floor level and must be painted on or attached flat against the surface of the awning or canopy and shall not extend beyond the valance or any other part of the awning or canopy nor be attached to or displayed on the sides or underside;
 - b. The area of an awning sign shall not exceed 25% of the surface area of the awning or canopy eligible for placement of signs;
 - c. Awning signs shall not be back lit or internally illuminated; and
 - d. Awning signs shall not be used in combination with wall signs except as provided below.

An awning sign which:

1. consists of letters only, not more than eight inches (8") in height and includes no other form of graphic, logo or symbol; and
2. is located only on the valance of the awning or canopy and no other sign, graphic, logo or symbol is displayed on the awning or canopy; and
3. does not occupy more than 50% of the horizontal length of the valance of the awning or canopy,

shall not be subject to the limitations of C. General Provisions, Paragraph 4 - MAXIMUM NUMBER OF SIGNS ALLOWED; Paragraph 5 - MAXIMUM AREA OF SIGNS ALLOWED.

D. SIGN REGULATIONS. (See notes at end of Section D)

Sign Type	Maximum Height	Maximum Area	Maximum Number
RESIDENTIAL , CONSERVATION DISTRICTS, RESEARCH, SCIENTIFIC AND PROFESSIONAL DISTRICT			

Standing or Wall	6 feet	4 sq. ft.	1 per lot
Temporary	6 feet	6 sq. ft.	1 per lot

BUSINESS VILLAGE DISTRICT

Standing	10 feet	25 sq. ft.	1 per building
Wall	15 feet	25 sq. ft.	1 per business
Awning	-----	25% of awning or canopy ²	1 per business
Temporary	10 feet	15 sq. ft.	1 per building

HIGHWAY BUSINESS, INDUSTRIAL, INDUSTRIAL PARK DISTRICTS FRONTING STREETS OTHER THAN ROUTE 9

Standing	15 feet	75 sq. ft.	1 per lot
Wall	20 feet	50 sq. ft.	1 per business
Window (permanent)	-----	10 sq. ft. ³	1 per business
Awning		25% of awning or canopy ²	1 per business
Temporary Window		25% of window ⁴	
Temporary	10 feet	25 sq. ft.	1 per lot

HIGHWAY BUSINESS, INDUSTRIAL, INDUSTRIAL PARK DISTRICTS FRONTING ROUTE 9

Standing	25 feet	100 sq. ft.	1 per lot
Wall	20 feet	75 sq. ft. ²	1 per business
Window(permanent)		10 sq. ft. ³	1 per business
Awning		25% of awning or canopy ²	1 per business
Temporary Window		25% of window ⁴	
Temporary	10 feet	25 sq. ft.	1 per lot

MUNICIPAL, STATE, FEDERAL OR PRIVATE EDUCATIONAL INSTITUTION, RELIGIOUS INSTITUTION WITHIN A RESIDENTIAL DISTRICT

Standing	6 feet	10 sq. ft.	1 per lot
Wall	15 feet	10 sq. ft.	1 per building
Awning Sign – not allowed			
Temporary	6 feet	12 sq. ft.	1 per lot

Notes:

- 1 - Residential development within other districts in Town must comply with the sign regulations for residential district.
- 2 - Or 10% of the total area of the façade of the business establishment, whichever is less.
- 3 - Or 10% of the total area of exterior area of exterior windows of the business establishment excluding doors, whichever is less.
- 4 - Paper or posterboard only. Such signs shall not be placed on any window with a permanent window sign.

- E. **SPECIAL PERMITS FOR SIGNS.** The Board of Appeals shall consider requests for special permits in accordance with § 174-9, § 174-11 and §174-25 of this Zoning bylaw. The Board of Appeals may grant a special permit for a sign not meeting limitations of sign height, maximum number of signs allowed, illuminations of signs, maximum area of signs allowed, and minimum setback, provided however, that the sign is otherwise in compliance with the provisions of this Section. In no case, however, shall approval be granted for:

1. A wall sign which exceeds in height the top of the wall;
2. A sign in a Residential District, except that a Special Permit may be granted for a sign at a legal nonconforming use.
3. A standing sign in Districts other than Residential, Conservation, Research, Scientific & Professional Districts which exceeds in height:
 - 15' in the Business Village Districts
 - 20' in Districts other than Business Village Districts fronting on streets other than Route 9
 - 25' in Districts other than Business Village Districts fronting on Route 9or exceeds in area:
 - 35 square feet in the Business Village Districts
 - 75 square feet in Districts other than Business Village Districts fronting on streets other than Route 9
 - 200 square feet in Districts other than Business Village Districts fronting on Route 9.
4. A wall sign in Districts other than Residential, Conservation, Research, Scientific & Professional Districts which exceeds in area:
 - 35 square feet in Business Village Districts
 - 75 square feet in Districts other than Business Village Districts fronting on streets other than Route 9
 - 100 square feet in Districts other than Village Business Districts fronting on Route 9.

The Board of Appeals will not act on any special permit or variance application without first receiving a written report from the Planning Board. A favorable report of the Planning Board shall indicate that:

1. Sign scale is determined to be in reasonable relation to development scale, viewer distance and travel speed, and sign sizes on nearby structures.
2. Sign size, shape, and placement serves to define or enhance architectural elements of the building such as columns, sill lines, cornices, and roof edges, and do not unreasonably interrupt, obscure, or hide them.
3. Sign design is in harmony with other signage on the same or adjacent structures, and provides reasonable continuity in mounting location and height, proportions and materials.
4. Sign materials, colors, lettering style, illumination and form are reasonably compatible with building design, neighborhood context and use.
5. Sign size, location, design and illumination are not judged to present a safety hazard to vehicular or pedestrian traffic. An unfavorable report of the Planning Board shall indicate which of the above criteria were not met and shall state what modifications to the sign or signs could be made to render a favorable report.

, or do or act anything in relation thereto. (Proposed by the Planning Board)

ARTICLE 58: To see if the Town will vote to accept a transfer of land from the Town of Westborough in the amount of approximately 9.5 acres identified in Westborough Assessors' records as a portion of Map 24, Parcels 14, 14A, 14B and 14C. The property is landlocked and does not have frontage or access on an existing way in Westborough and is the subject of a proposed subdivision accessible only from the Town of Southborough, or do or act anything in relation thereto. (Proposed by the Planning Board)

ARTICLE 59: To see if the Town will vote to accept as a public way Oland Lane described on a plan entitled "Roadway Acceptance Plan, Oland Lane" dated November 10, 1999 by Connorstone Consulting Civil Engineers and Land Surveyors, of Northborough, MA, or do or act anything in relation thereto. (Proposed by the Planning Board)

ARTICLE 60: To see if the Town will vote to accept as a public way Whistler Lane described on a plan entitled "Plan of Acceptance, Whistler Lane" dated February 4, 1999 by Highland Land Surveyors, Inc. of Marlborough, MA, or do or act anything in relation thereto. (Proposed by the Planning Board)

ARTICLE 61: To see if the town will vote to accept as a public way Hidden Meadow Lane described on a plan entitled "Acceptance Plan of Hidden Meadow Lane" prepared by Allen Paige RPE, RPL, dated February 22, 1999, or do or act anything in relation thereto. (Proposed by the Planning Board)

ARTICLE 62: To see if the Town will vote to accept as a public way Stockwell Lane described on a plan entitled "Road Acceptance Plan of Land" dated February 18, 1999 by Eastern Land Survey Associates, Inc. of Peabody, MA, or do or act anything in relation thereto. (Proposed by the Planning Board)

ARTICLE 63: To see if the Town will vote to accept a gift of land described as Open Space on the subdivision plans entitled "The Highlands" prepared by MetroWest Engineering, Inc. dated February 6, 1995 and revised through April 28, 1995, and further described in the Southborough Assessors records as Map 8, Parcel 103. The land, currently owned by Atwood Road Realty Trust, totaling approximately 11.46 acres, shall be placed under the jurisdiction of the Conservation Commission, or do or act anything in relation thereto. (Proposed by the Planning Board)

ARTICLE 64: To see if the Town will vote to accept as a public way Fitzgerald Lane described on a plan entitled "Road Acceptance Plan of Land" dated February 18, 1999 by Eastern Land Survey Associates, Inc. of Peabody, MA, or do or act anything in relation thereto (Proposed by the Planning Board)

ARTICLE 65: To see if the Town will vote to accept as a public way a portion of Ledge Hill Road (portion of) described on a plan entitled "Acceptance Plan of a Portion of Ledge Hill Road in Southborough, Mass." Prepared by Highland Land Surveyors, Inc. of Marlborough, MA and dated September, 1994, or do or act anything in relation thereto. (Proposed by the Planning Board)

ARTICLE 66: To see if the Town will vote to accept as a public way Candlewood Lane described on a plan entitled "Roadway Acceptance Plan Candlewood Lane in Southborough, MA" by Aaberg Associates, Inc. dated Dec. 7, 1999, or do or act anything in relation thereto. (Proposed by Anita Backer and nine others)

ARTICLE 67: To see if the Town will vote to accept as a public way Beechwood Lane described on a plan entitled "Roadway Acceptance Plan Beechwood Lane in Southborough, MA" by Aaberg Associates, Inc. dated Dec. 7, 1999, or do or act anything in relation thereto. (Proposed by Anita Backer and nine others)

ARTICLE 68: To see if the Town will vote to accept as a public way Wildwood Drive described on a plan entitled "Roadway Acceptance Plan Wildwood Drive in Southborough, MA" by Aaberg Associates, Inc. dated Dec. 7, 1999, or do or act anything in relation thereto. (Proposed by Anita Backer and nine others)

ARTICLE 69: To see if the Town will vote to accept as a public way Southwood Drive (station 0+00 to 19+44.52) described on a plan entitled "Roadway Acceptance Plan Southwood Drive Station 0+00 to 19+44.52 in Southborough, MA" by Aaberg Associates, Inc. dated Dec. 7, 1999, or do or act anything in relation thereto. (Proposed by Anita Backer and nine others)

ARTICLE 70: To see if the Town will vote to accept as a public way Southwood Drive (station 19+44.52 to 27+23.01) described on a plan entitled "Roadway Acceptance Plan Southwood Drive Station 19+44.52 to 27+23.01 in Southborough,

MA" by Aaberg Associates, Inc. dated Dec. 17, 1999, or do or act anything in relation thereto. (Proposed by Anita Backer and nine others)

ARTICLE 71: To see if the Town will vote to grant to 153 Cordaville Road LLC, its successors or assigns (for the benefit of the parcel of land identified in the Southborough Assessors Record as Map 28, Lot 1, which contains 43,560 s.f. of land) a nonexclusive perpetual easement over and through town-owned land for installation of utilities and services and to be used in common with the Town of Southborough and others for all purposes for which ways are used in the Town of Southborough, said land being described as follows:

A parcel of land located on the westerly side of Cordaville Road as shown on a plan on file with the Town Clerk entitled "Easement Plan of Land (Town Garage) in Southborough, Mass" dated 2/7/00.

and that the Board of Selectmen be and are hereby authorized to execute and deliver a deed therefor, or do or act anything in relation thereto. (Proposed by the Board of Selectmen)

ARTICLE 72: To see if the Town will authorize the Board of Selectmen to appoint a Town Counsel Advisory Committee to review the legal advice and opinions of Town Counsel and to advise the Selectmen regarding the same, and to perform all acts necessary to carry out the purpose of this vote. The Town Counsel Advisory Committee shall consist of three members. Each member shall serve for a term of three years, except that upon initial establishment of said Committee, one member shall serve for one year, one member shall serve for two years and one member shall serve for three years, as appointed by the Board of Selectmen. The chairperson of the Town Counsel Advisory Committee shall be selected by the Board of Selectmen. Each member shall reside in the Town of Southborough and must be one of the following occupations: law professor, retired judge or practicing attorney. The Town Counsel Advisory Committee shall be deemed to be a public body for the purposes of the Open Meeting Law and shall meet on an as-needed basis and shall report to the Board of Selectmen upon request of the Board of Selectmen, and at the Annual Town Meeting or Special Town Meeting, or do or act anything in relation thereto. (Proposed by Jack and Louise Barron and nine others)

ARTICLE 73: To see if the Town will authorize the Board of Assessors to use free cash in the Town treasury, and if so, what sum for the purpose of reducing the amount to be raised and appropriated and assessed as taxes in the fiscal year beginning July 1, 2000 and ending June 30, 2001, or do or act anything in relation thereto. (Proposed by the Board of Selectmen)

And to notify the inhabitants of the First Precinct of said Town of Southborough qualified to vote in elections to meet in the Central Fire Station, 21 Main Street, in said Southborough; and the inhabitants of the Second Precinct of said Town to meet in the P. Brent Trottier Middle School, 49 Parkerville Road, in said Southborough, on

Monday, May 8, 2000

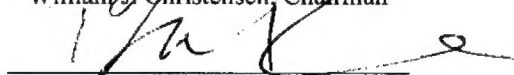
then and there at those places to bring in their votes to the Election Officers at the respective Precinct, for Moderator, a term of one year; for one member of the Board of Selectmen, a term of three years; for one member of the Board of Assessors, for a term of three years; for one member of the Board of Assessors, for a term of one year; for two members of the School Committee for a term of three years; for four members of the Northborough-Southborough Regional School District Committee, two for three years from Northborough, two for three years from Southborough; for one member of the Board of Health for a term of three years; for two members of the Board of Trustees of the Southborough Library for a term of three years; for one member of the Planning Board for a term of five years; for one member of the Assabet Valley Regional Vocational School District Committee for a term of 4 years; and for one member of the Southborough Housing Authority for a term of five years.

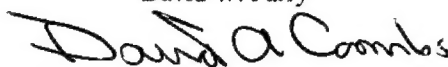
The Polls in each Precinct will be open at 8:00 a.m. and will be closed at 8:00 p.m. of said day.

And you are to give notice hereby by posting true and attested copies of the Warrant at the Southborough Town House, Central Fire Station, Southville Fire Station, McCarthy's Southboro News, Mauro's Market, The Southborough Library, Turnpike Food and Liquor Mart, Margaret A. Neary School, P. Brent Trottier Middle School, Fitzgerald's General Store, Fayville Village Hall and Finn at Woodward Memorial School, seven days at least before the time appointed for such meeting.

Given under our hand this 22nd day of February 2000.



William J. Christensen, Chairman


David W. Parry


David A. Coombs

BOARD OF SELECTMEN OF THE TOWN OF SOUTHBOROUGH

Attest:


William J. Colleary, Jr., Constable

EMERGENCY NUMBER.....911 (Police, Fire, Ambulance)

Police Bus. No. 508-485-2147

TOWN HOUSE

Fire Bus. No. 508-485-3235

Crime Tip Hotline: 508-229-4447

17 Common Street - P. O. Box 9109

Tel. 508-485-0710 Fax 508-480-0161 Email: selectmen@southboroughma.com

DEPARTMENT	OFFICE HOURS	INFORMATION
Appeals Board	9:00 - 3:00	Maureen Colleary, Sec.; Zoning Variances; Special Permits
Assessors: Mon, Tue, Wed.	8:00 - 4:00	Real Estate Assessments, Automobile Excise
(485-0720) Thurs.	8:00 - 12:00	CLOSED THURSDAY AFTERNOON, FRIDAY.
Building Dept. (485-0717)	8:00 - 4:00	Peter C. Johnson, Inspector (by appointment)
Conservation Commission	8:00 - 1:00 (Mon.-Thurs.)	Kathy O'Brien, Secretary (Tel.: 351-6913)
Health (481-3013)	8:30 - 5:00	Paul Pisinski, Health Agent (by appointment)
Planning Board	8:00 - 5:00	Wayne Thies, Town Planner
Receptionist	9:00 - 4:00	Transfer Station Permits
Selectmen	8:00 - 5:00	Janice C. Conlin, Town Administrator
Town Accountant	8:00 - 4:00	Dorothy M. Phaneuf
Town Clerk	9:00 - 5:00	Gina Mingace, Assistant Town Clerk, numerous licenses, Permits, certificates, complaints, filings and recordings.
Elections & Registration	9:00 - 5:00	Voter Registration (Town Clerk's Office) (Monday - Friday)
Treasurer/Collector	8:00 - 4:00	Mary B. Guilford; Bill Payment; Employee Information
Veterans' Agent (Tues. eve.)	7:30 - 8:30	Irene Burkis Tibert
		OTHERS
ADA Coordinator	485-0710	(Americans With Disabilities Act): Janice C. Conlin
Animal Control Officer	485-7817	William J. Proctor
Arts Council	481-9351	Phoebe Krewson, Director, Arts Center, Highland St.
Civil Defense	485-3887	Director - Fire Chief Peter F. Phaneuf
Housing Authority	481-2166	Carol Renaud, Director; Hours: 9:30 am - 12:30 pm
Library	485-5031	Hours: 10:00-5:00 Mon, Fri & Sat; 10:00-9:00 Tue, Wed, Thu.
Personnel Board	485-0710	Timothy McHugh, Chairman
Public Works Dept.	485-1210	John W. Boland, Supt.; Donald A. Buzzell, Asst. Supt.
Cemetery Division	485-1618	Hours: 7:00 am - 3:30 pm
Highway Division	485-1210	Hours: 7:00 am - 3:30 pm
Transfer Station	485-2511	Open 8:00 am - 6:00 pm Wednesday through Saturday
Tree Division	485-1210	
Water Division	485-1845	Hours: 7:00 am - 3:30 pm
Recreation Commission	229-4452	Kathryn Garcia, Director
		Hours: Monday through Friday - 9:30 am - 4:30 pm
Senior Center	229-4453	Leah Alea, Coordinator, Senior Activities
Youth and Family Services	481-5676	Laurie Sugarman-Whittier, Director
Community House	485-4887	28 Main Street
Hot Lunch Program	485-5969	Call by 10:30 am for next day's reservation

Post Office, 162 Cordaville Rd. 485-2669
 Citizen Information 1-800-392-6090

Street Lights Out: 1-888-211-1111
 Charter Communications: 1-800-634-1008 (cable TV)

SCHOOLS

Algonquin Regional High	351-7010	Edward J. Gallagher, Principal, Northborough
Superintendent's Office	351-7000	Robert Melican, Superintendent, Northborough
Ass't Superintendent	351-7000	Antonio J. Fernandes, Jr., Northborough
Assabet Valley Reg. Voc.	485-9430	Eugene S. Carlo, Superintendent/Director
Finn at Woodward (K-2)	485-3176	Mary A. Ryan, Principal, Southborough
Margaret Neary (Gr. 3-5)	481-2300	Stephen Billhardt, Principal, Southborough
Trottier Middle School (Gr. 6-8)	485-2400	Linda Murdock, Principal, Southborough